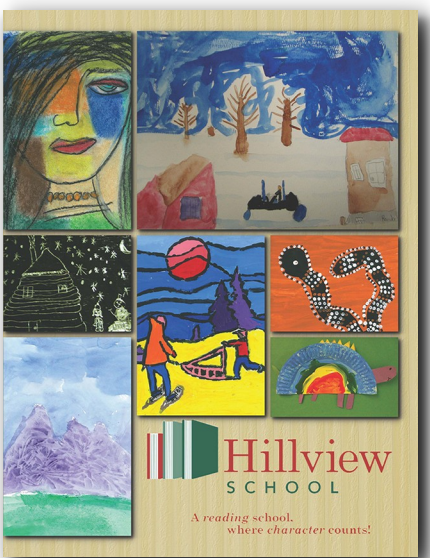
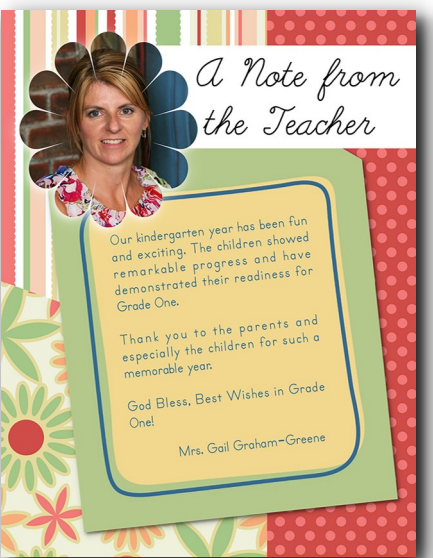
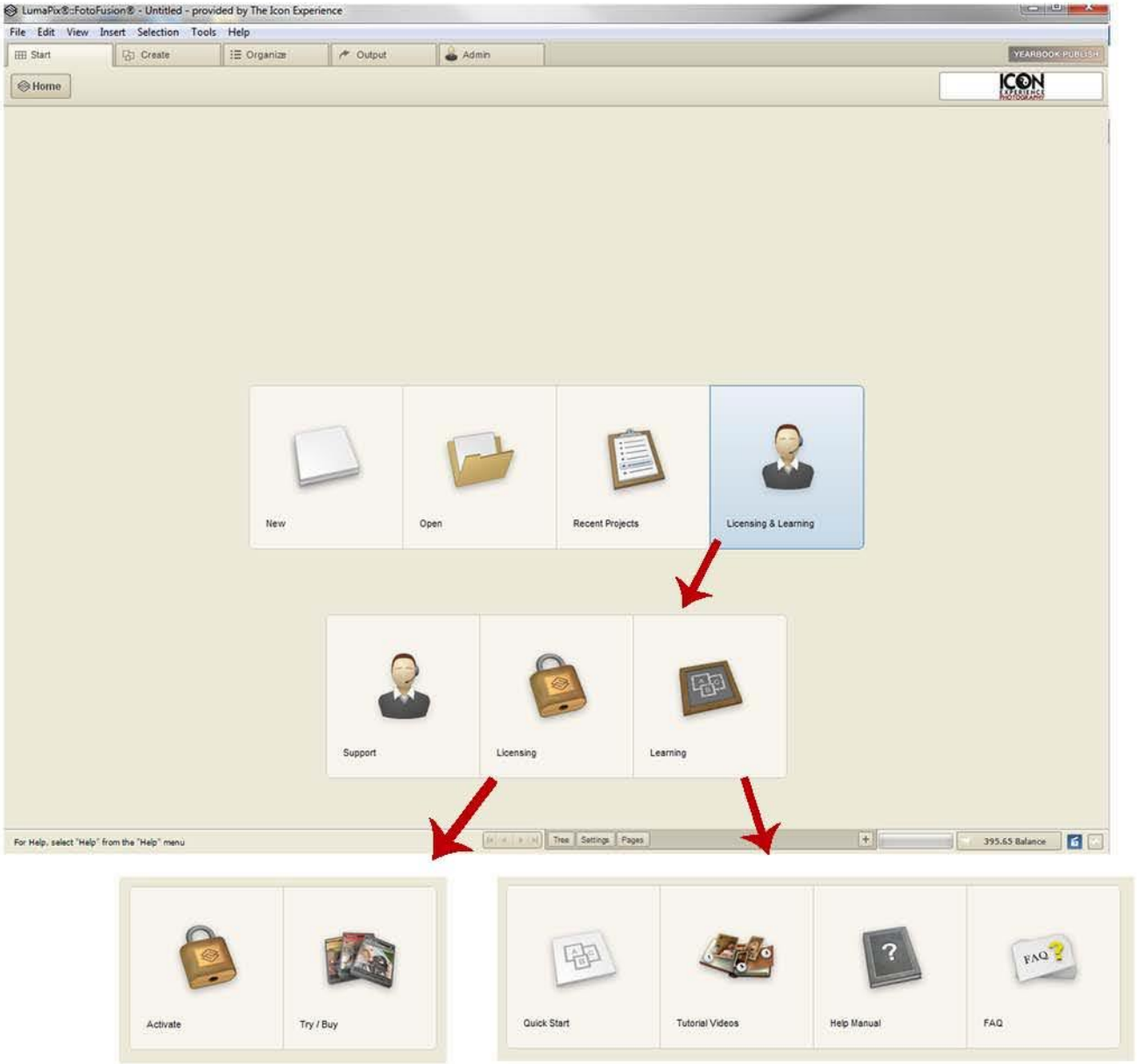
U-Build It Yearbook User Guide




A Note from the Teacher
Our kindergarten year has been fun and exciting. The children showed remarkable progress and have demonstrated their readiness for Grade One.
Thank you to the parents and especially the children for such a memorable year.
God Bless, Best Wishes in Grade One!
Mrs. Gail Graham-Greene

ICON EXPERIENCE PHOTOGRAPHY



Licensing and Learning is the box that you will need to click in order to activate your copy of Lumapix. Select the learning section to peruse through tutorial videos, review Frequently Asked Questions or type your query into the online help manual.

Still have questions about how to use the software? Call Michelle @ 780.449.3558 to book an online training session.

For technical assistance with installing Lumapix, please contact Fotofusion directly at 1.877.586.2749

System Requirements

Questions regarding setting up your system? Contact Lumapix directly at1.877.586.2749
Advanced users can visit the site for more detailed instuctions or trouble shooting;

http://site.lumapix.com/business-solutions/yearbookfusion-yearbook-software#customizing-setting-up-schools

Basic Requirements

PC

Pentium 4 or faster
Operating Systems:
Windows 8
Windows 7
Windows Vista
Windows XP SP3

Mac (v5 only)

Intel CPU required – 450 MHz or faster
X11 Required
Operating Systems:
Apple OSX 10.8 (“Mountain Lion”)
Apple OSX 10.7 (“Lion”)
Apple OSX 10.6 (“Snow Leopard”)
Apple OSX 10.5 (“Leopard”)

Memory (minimum)

Less than 100 page project: 1.5GB RAM
More than 100 page project: 2GB vRAM
More than 200 page project: 3GB RAM
Memory (recommended)
The more memory, the better.

Detailed Requirements

All

Display resolution: Minimum 1024×768
Disk Space:
Minimum: 100MB free required
More recommened: Downloaded content from the online marketplace / remote storage can consume a lot of space)

Internet access

A working e-mail account for licensing information.
Required for activation, recommended for use.
Activation is easiest when online, although offline activation is available.
Once activated, the software can run offline
High-speed internet access is strongly recommended

Online users have access to:

Templates and other graphical content
Email and web output
Help file
Instructional videos
Updates and upgrades

Network Configuration

Firewall Configuration

FotoFusion communicates with *.lumapix.com, *.amazonaws.com and *.fotoscraps.com
Port 80: For Marketplace Content
Port 21: For FTP upload to Publishers
Port 443: For Remote Storage
Binary transfer should be enabled
Soap headers should not be filtered

User Permissions:

Complete read/write permissions should be allowed to the following:
Windows 7:‘C:/ProgramData/LumaPix’
Windows Vista:‘C:/ProgramData/LumaPix’
Windows XP:‘C:/Documents and Settings/All Users/Application Data/LumaPix’

Network Administrators not using Remote Storage:

FotoFusion does not embed images in a project. As such, for collaborative working we advise storing project files and all related images in a shared network location. The following is an example setup which can be used for schools or adapted for studios running FotoFusion::Extreme.
Create an area on your network to store candid images, imported PSPA photos and project files.
Create an Active Directory group, for example Yearbook Users, which have read/write access to this folder.
Map this folder to a standard network drive, Y:/Yearbook.
Using a batch script, or otherwise, set this drive to be mapped at logon for Yearbook Users.
Advise your Yearbook committee that all project files, images and imported PSPA photos should be saved to this folder.

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***Helpful Tips are located at the back.**

1.0 Installing the Lumapix YearbookFusion software

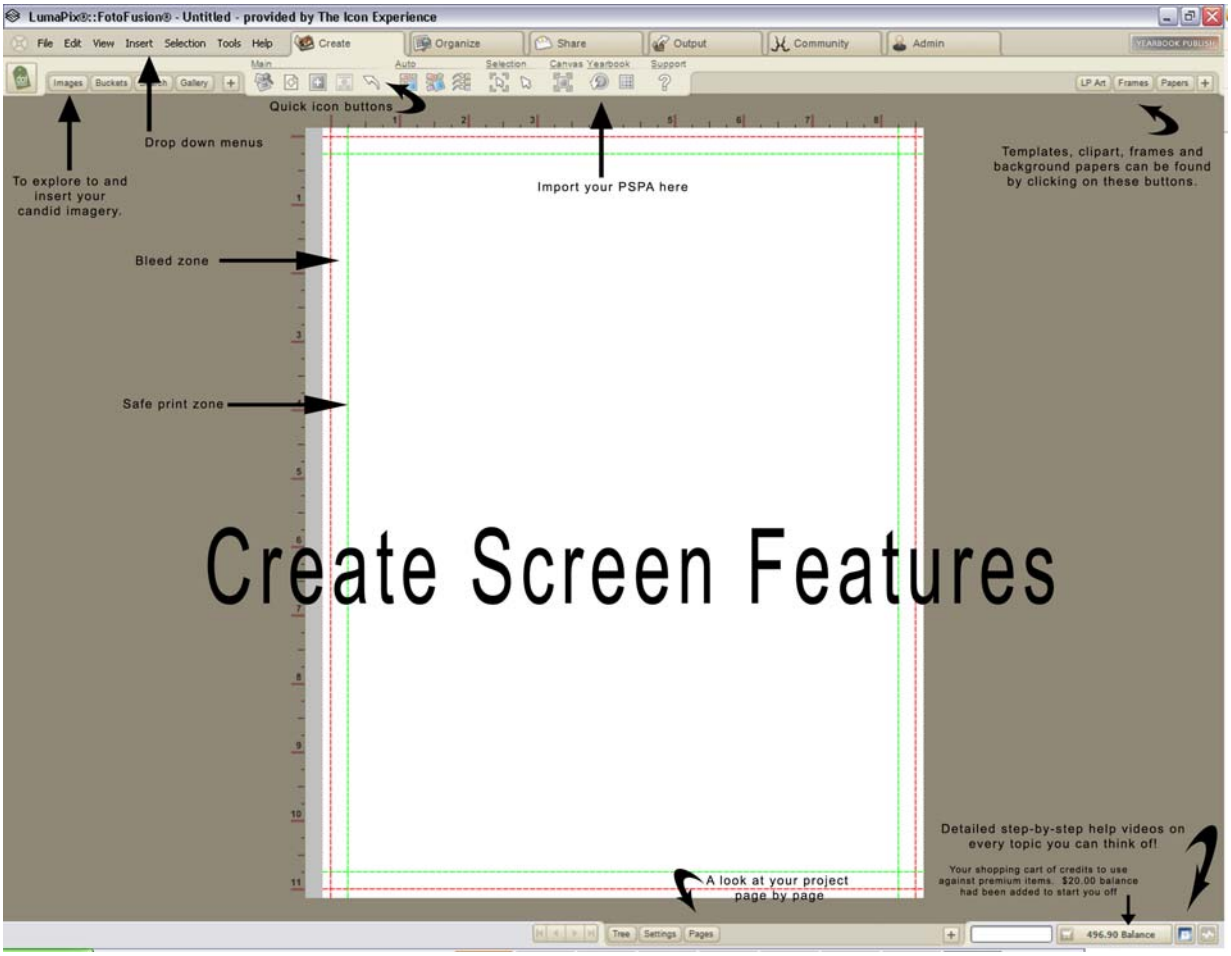
A link to the software will be emailed to you with detailed instructions on how to download and activate your licence for use. **IMPORTANT!** *Ensure that the computer(s) that you are installing YearbookFusion onto has the correct specifications to run the software properly*. A complete spec document can be found at the end of this manual in ***Appendix A – Yearbook Fusion System Specs***.

The software must be downloaded and activated on every computer that will be working on a project. Your licence covers activation for up to 40 machines. Remember, your licence is valid for one year from the date that you activate.

Before diving into the software and the whole yearbook process there are a few guidelines you should follow and terminology you may need to know!

2.0 Create Screen Features

The YearbookFusion screen works the same way as any windows program. You can access commands by using the drop down menus, quick icon buttons, keyboard CTRL shortcuts, and right click on the mouse. A navigation of some of the features is detailed in the screen shot below.


LumaPix®::FotoFusion® - Untitled - provided by The Icon Experience
File Edit View Insert Selection Tools Help
Create
Organize
Share
Output
Community
Admin
Quick icon buttons
Drop down menus
To explore to and insert your candid imagery.
Import your PSPA here
Templates, clipart, frames and background papers can be found by clicking on these buttons.
Bleed zone
Safe print zone
Create Screen Features
Detailed step-by-step help videos on every topic you can think of!
A look at your project page by page
496.90 Balance

It is important that you take a few minutes to familiarize yourself with the different features on this screen; play a little and everything will make sense! **NOTE:** *If you hover your mouse over any of the quick icon buttons, a help bubble will tell you what the button does.*

This screen is where all your work will happen and the pages of your project will be created.

3.0 What is a Yearbook?

Yearbooks are usually composed of two kinds of pages; panel pages and candid pages.

A **panel page** is the standard presentation style for school portraits in yearbooks. It consists of a grid of student photos, with names next to or under the photos.

A **candid page** is more of a scrapbook or newsletter-style page which contains custom text and informal portraits.

Sample Panel Page

Sample Candid Page

YearbookFusion allows you to automate the production of panel pages. You can customize the panel, changing the border style, the number of images per page and the text appearance.

Candid pages can be created from scratch by dragging in an image at a time or by using the autocollage

feature.

Covers can be designed by the user or a template can be inserted and manipulated as required.

4.0 Managing your Yearbook Project

There is no one correct work flow for creating a yearbook project. Some yearbooks are created by a single individual on one computer, others are created by a group of people working on a shared computer, or by a group of people working in various locations.

Regardless of the number of people working on the book, one person should be appointed the **Project Manager**. The Project Manager will usually assign particular tasks to members of the committee. This person will also set deadlines so the project can be submitted for printing according to the schedule determined by the publisher.

If the yearbook is being created by a group, each team member may have one or more sections assigned to them, with an expected page count for each section. ICON will set your agreed target page count as part of the software licence. You will see this page count displayed in the bottom of the Create screen. Page count does not include the cover.

Here is sample grid of how a yearbook project could be managed. Design your own grid to suit your yearbook team and workflow.

Section	Page #	Page count	Assigned to	Image source	Due by	Received
Cover	0	0	Pam	D:\Lincoln Net\Ybk\Class Artwork	May 15	
Principal Message	1	1	Jess	D:\Lincoln Net\Ybk\Staff	May 15	
Panels	2-15	14	Pam	PSPA cd	Apr 30	PGM
Sports	16-19	4	Nicole	D:\Lincoln Net\Ybk\Candids\Sports	May 30	
Field Trips	20-21	2	Jess	D:\Lincoln Net\Ybk\Candids\Field Trips	May 15	
Volunteers\Parent Day	22	1	Jess	D:\Lincoln Net\Ybk\Candids\Volunteers	May 15	
Drama & Performance	23	1	Katarina	D:\Lincoln Net\Ybk\Candids\Performances	May 15	
Halloween	24	1	Mariette	D:\Lincoln Net\Ybk\Candids\Halloween	May 15	PGM
Christmas	25	1	Katarina	D:\Lincoln Net\Ybk\Candids\Christmas	May 15	
Grade Six Grad	26-27	2	Mariette	D:\Lincoln Net\Ybk\Candids\Gr6 Grad	Jun 2	
Autograph Pg	28	1	Pam	No imagery	Jun 2	

4.1 Naming Your Project

Firstly, my suggestion is that you create a folder on your system named “Yearbook DATE”. All the relevant information pertaining to the yearbook should be kept in this folder. After you have started a New Project (See Page 6) and you are at the Create Screen, save the file and name the project by the school, then the word “yearbook” and the year (eg: **Campbelltown Yearbook 2010**) to ensure that your project can be uploaded correctly and not overwrite a file already there.

4.2 Storing Imagery for a Project

It is important to remember that the software looks for the images every time a project is opened (the imagery seen in the screen are “thumbnails”) so it is best that the imagery is transferred to the same place that the project is being stored. I suggest that the imagery is also stored in your “Yearbook DATE” folder in a folder labeled “Yearbook Images”.

Example: Imagery stored on flash drives:

You are designing the Halloween and Christmas pages. The images for the Halloween page are stored on one flash drive and the Christmas images are stored on another.

You create your Halloween page using the images on flash drive 1, then remove that flash drive to access the images to make your Christmas page on flash drive 2.

As you removed the flash drive that stored the “Halloween” images, your project will now have lost the location of those images and there will be an error message written across all of them. The message will tell you the path that the software was following to find where the image was stored.

To restore the location of the missing images, you will need to follow specific instructions. Please refer to ***Appendix C: Locating Missing Images***.

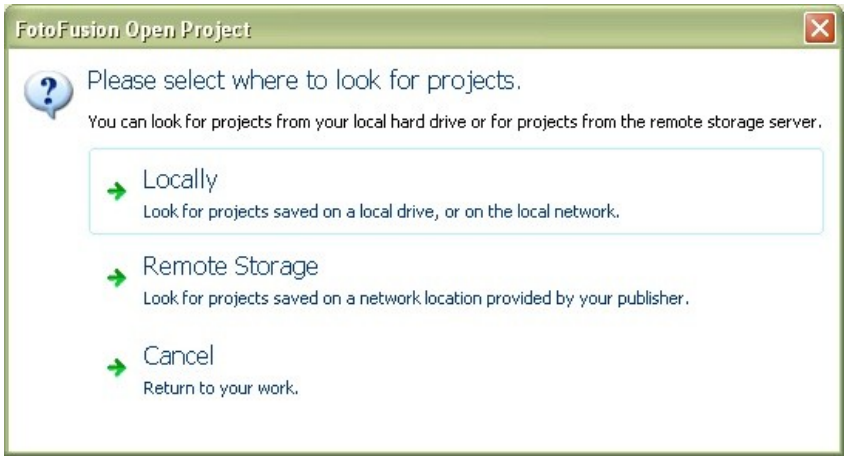
4.3 Saving and Sharing Projects

Depending on the working environment of the team, projects can be saved and shared in several ways. The project manager should begin a yearbook project and save the file in a folder labeled “**Yearbook DATE**”.

1. If your team is working in a computer lab, you may find that working off a **shared network drive** works best. All users will save parts of the project to a common shared directory, and find folders containing candid photos and other graphic sources in this same location.

2. If your team is working from various locations (home, school, library, internet cafe, etc.) without a network, projects (the pages assigned to you to work on) will be saved to your local drive, then transferred to the project manager by archiving them. An **archive** creates a .scrappackage file, which contains all the source images and project "recipe" that can be sent to another user to be restored intact on a dvd or memory stick. The project manager can restore the archives, and insert the resulting projects into a master project. For more information on archiving see ***Appendix B: Archiving and Restoring Projects*****.**

3. If your publisher has provided your school with **Remote Storage**, you will be provided with the option to save projects to a LumaPix network server. All users with a high speed internet connection, regardless of where they are physically located, can save their projects to this shared server storage space. Remote storage will allow you to make and delete folders, and rename and delete projects.


FotoFusion Open Project
Please select where to look for projects.
You can look for projects from your local hard drive or for projects from the remote storage server.
Locally
Look for projects saved on a local drive, or on the local network.
Remote Storage
Look for projects saved on a network location provided by your publisher.
Cancel
Return to your work.

After choosing the Remote Storage option, you will be prompted to create a nickname. This is used to identify the individual who made the project, and who currently has it opened. If a project is marked with a lock, then another person in the group is editing it. Two users cannot work on the same project at the same time. The lock can be overwritten by right-mouse selecting the page thumbnail, in case a user has kept the project open on their computer accidentally, and has left for the day. You will be able to see who has the project locked by trying to open it - their nickname will appear.

4.4 Suggested Order for Creation of a Yearbook Project

I have found the following order of operations to be the most efficient and logical way of designing your yearbook project, however, there is no right or wrong way.

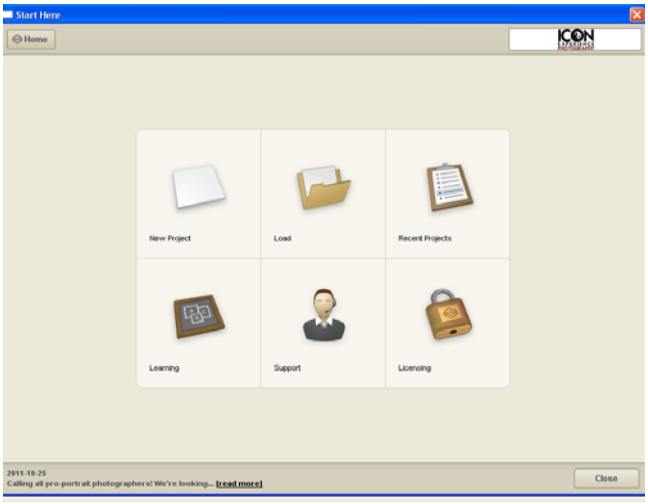
1. Create New Project using 8.5x11 Softcover.
2. Import PSPA cd.
3. Customize your panel grid.
4. Populate the panel, sorting by homeroom. Move your classes into the order you would like them displayed in your book.
5. Make corrections to student and staff information by cross referencing with class lists provided by the school. Note missing students and staff. These images can be taken by yourself or Icon will come out and take them for you. See *Adding Additional or New Images to the imported PSPA set (Pg 12).*
6. Customize each panel page if required, adding titles, groups, clipart, etc.
7. Add and design your cover and candid pages.

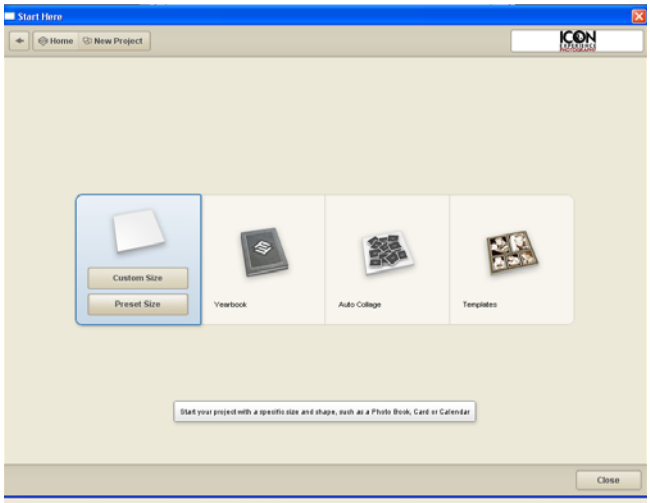
5.0 Creating a Yearbook Project

When you are ready to begin using the YearbookFusion software, you will need to create a New project. When you start the software, you will be initially greeted with the following screen:

I recommend that you “turn off” this screen by clicking off the check mark on “Show this when Starting FotoFusion”. Turning this off allows you to be directed to the “startup wheel” whenever you open the software.

The startup screen is used to create a new project, load a project you have saved, look at the marketplace etc.





To **start** a New Project! Click on the **New Project** part of the window, at the Start Here Screen, choose, Blank> Preset Size> **8.5x11 Softcover**.
I have designed the softcover book to work directly with my printing capabilities. The safe and bleed zones have been set for you. Anything placed within the green margins will be completely in the finished product. Anything between the green margin and the red margin will have some of the content in the finished product.

5.1 Creating Panel Pages

Panel pages can be created as a separate project or as part of a larger project including candid pages.

Panels are created in three steps:

1. **Importing a pspa cd**, to associate an image database with your project;
2. adding an empty panel grid to your page and **customizing** it to suit your design tastes and needs;
3. **Populating** the panel with images, according to your grouping and sorting needs.

Panels can only be made on Album-Side type pages (not covers or double-spreads). If you need to change the page type, click on the Pages hover, right-mouse select your page and ensure you have "album side" selected.

Panel pages can be changed in most respects at any point of the design process. You can reconfigure the look of the panel after it has been populated, re-sort the panel after the images have been added, and even change data and add students after the panel has been made.

5.2 Importing and Editing your PSPA Data

5.2.1 *What is a PSPA CD?*

The PSPA CD is the standardized format to provide a set of portraits and important information associated with these images to schools or other organizations.

A PSPA CD contains the image files of the portraits taken by the photographer(s) assigned to your school or group, and associates these to a text-format data file. The data file links the portrait images to important information such the name of the person in the photo, their grade or homeroom and other details.

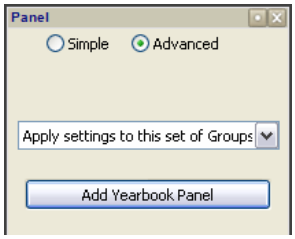
YearbookFusion will import the data file and portrait photos directly into the software. It will allow you to correct or add data linked to the images, and create panel pages with the images.

Panel pages will display the portrait images, and usually include the name of the person in the photo, and are sorted according to homeroom, grade, teacher or other group affiliation.

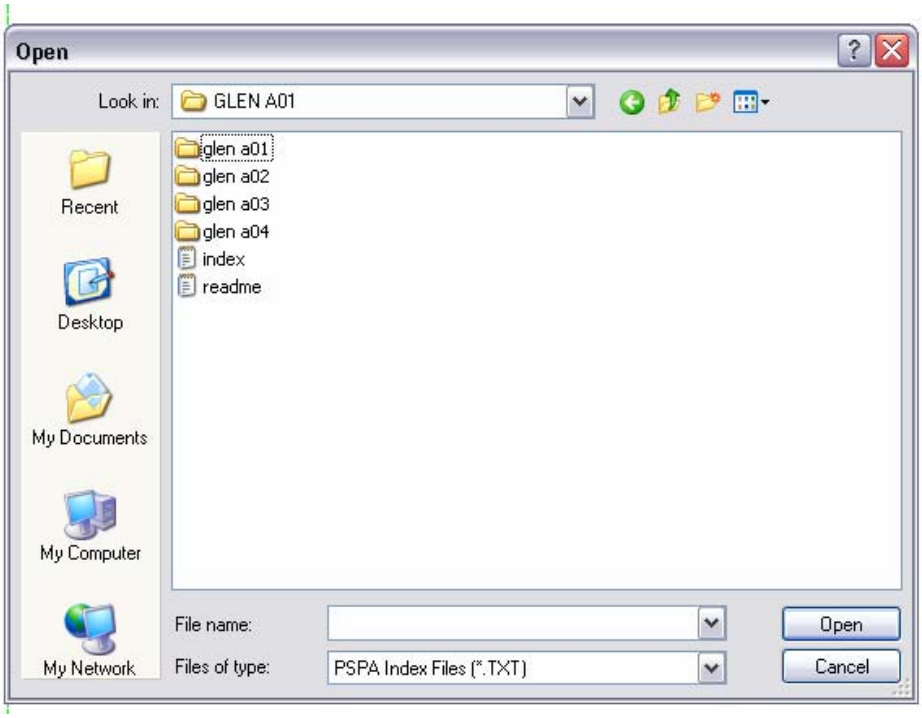
If more than one PSPA CD is provided, YearbookFusion will allow the two data sets and images to be merged into a common database.

5.3 Importing the PSPA Set

In order to use the images and data, you must import the information into YearbookFusion. This action is only required once (per computer).

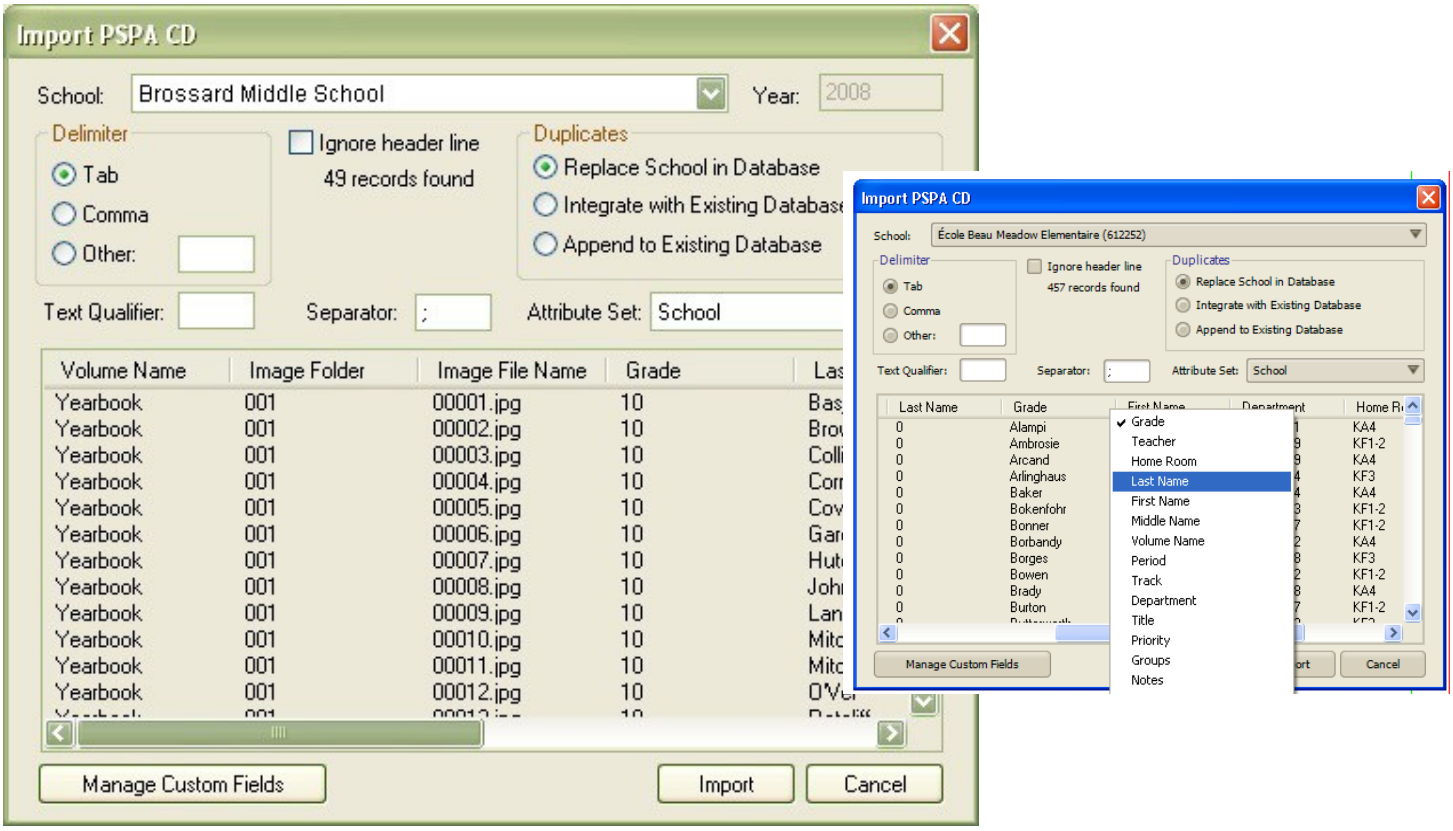


1. **Insert** the CD into your computer.
2. At the **Create** screen, **click** on the Add Yearbook Panel button on the Panel Toolbar.
3. This will open a standard "browse" window. **Navigate** to your CD drive or the location that you stored the downloaded information. You will see something resembling this window:



Find the file named **INDEX.TXT** and open it. This is the data file that contains the information required to associate the student portraits to data related to the student.

YearbookFusion will then display the following window:



***Take a moment to review the headings such as “Last Name” or “Grade” to make sure the information is correct. If it appears that the last name is under “Grade” you can right click the heading to change to the appropriate title.

Your school name will appear automatically if your software is activated.

4. Click **IMPORT**.

Note*: **Duplicates:** Provides rules for subsequent PSPA CD imports.* ***If this is your first import, or you are changing data sets, leave it as "replace school in database."*** *If you are merging a second PSPA CD to one already imported (eg. retakes or a 2nd set of images), then select "Integrate with existing database", or "append" if the file numbers have been restarted (00001) in the 2nd CD.*

YearbookFusion may offer a suggestion about your data import at this stage. Continue with the import and choose to ignore the warning.

Once the import starts, you will be prompted to provide a folder location where the images will be imported. It is preferable to import and save them to your local C: drive to avoid problems with interruptions of network connectivity, or a USB drive which can be unplugged.

At the end of the import, YearbookFusion may show an error message. The message relates to incomplete data related to certain images. YearbookFusion will prompt you to check the Organizer tab, in the buckets, to see which files have missing information.

Here is an example of a message received after importing. FotoFusion has found a few problems in the import, and organized the affected photos in the Organizer to allow you to manually fix the data.

Collage
385 records imported!
7 students were missing first or last names.
The images have been placed in bucket 1.
1 students were missing grade information.
The images have been placed in bucket 3.
Missing information must be filled in for all images before panels can be populated. Select the images in each bucket in the Organizer, then fill any empty grade, teacher, last or first name fields.
OK

The data that you will most likely be missing is “Teacher” as Icon does not organize the imagery that way. Icon imagery is organized by Homeroom.

Once you click OK, you will be taken directly to the Organize Screen.

LumaPix®::FotoFusion® - Campbelltown Yearbook 2010 - provided by The Icon Experience - Cover - [1/25]
The custom attributes of the image selected. Mrs. Fortin will appear on both the Staff and Class 1F panel pages.
Sorted or filtered by which homeroom or class they belong to.

5.4 Organizing and Editing your Data

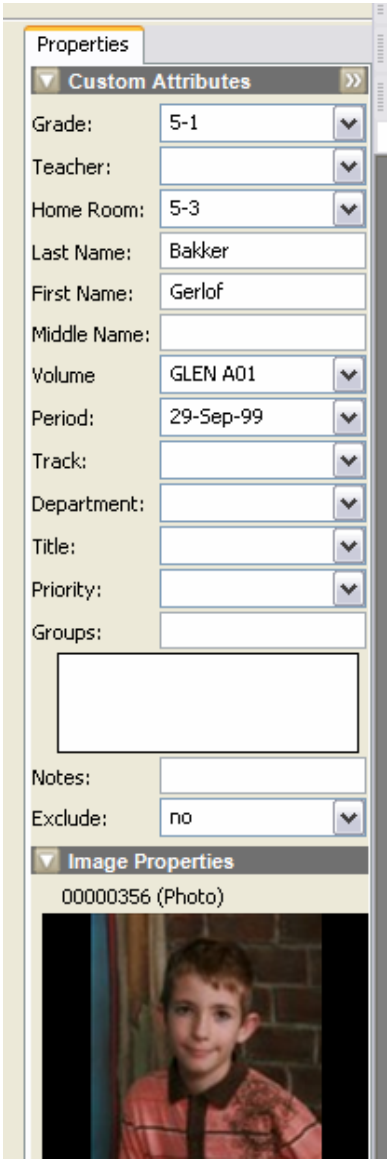
The Organize feature is where the database and imagery for the panel pages is stored and manipulated.

The Organizer is divided into several sections...

On the left-hand side, you will find **SOURCE, SEARCH** and **SCHOOL** tabs.

Click on the **SCHOOL** tab. You can search or filter your images by class, by a last name, etc by choosing or typing criteria in the area provided on the left hand side of the screen, under the School Search.

As you click on each image, that images' attributes will be listed on the right hand side of the screen, under the **Properties**. You can correct spelling of names, move students to different classes, exclude people who cannot be in the yearbook etc.



To add or correct data, click on the image. (You can select multiple images at once, by holding the control key on your keyboard and selecting the images, or by drawing a marquee over a selection of images, or by clicking Ctrl-A to select all images in a set. This will allow you to correct common missing information such as a new Homeroom.)

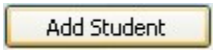
If one image is selected, it will appear in preview, and the information associated with the file will appear in the **Custom Attributes** area. *Multiple* - selected images will display no preview, but show common attributes assigned to the group.

To **add the missing information**, simply type in the appropriate empty box, or select from the drop down menu. You do not need to hit Enter or Apply; the information is added immediately, and will save in YearbookFusion's database.

Please note*: the changes made in YearbookFusion's Organizer ONLY apply to the computer they were made on. The information does not over-write the PSPA CD, and is not transferred to other computers using the same image set. As such, panel page creation is best done on one computer.*

5.5 Adding Additional or New images to the PSPA

Portraits that are not part of a PSPA can also be added.

1. Click on the **Organize** tab, and click on the **Source** tab (top left). Explore to where the image(s) that you wish to include in the database are stored.
2. Select the image(s), then click on the 

button at the top of the Organizer. The image(s) will be moved into Bucket 1.
3. Click on this bucket. Select the image(s), either one at a time or as a group, then use the Custom Attributes area to the right to add the necessary data linked to these image(s) - the student's name, grade, homeroom, etc. Some fields will have drop-box while other information will be typed in manually.

   NOTE: *Do not add the data before clicking "Add Student" -- the images need to be added to the database first.*

4. The data will now be associated with the images. Click on

button at the top of the Organizer to ensure that the images have been properly associated with the database, and will be included in the panel pages.

   Adding students can occur at any time during the panel creation process - either before or after the panels have been set up and populated.

5.6 Removing Images from the PSPA

Occasionally, you may need to exclude an image from the imported PSPA (eg. FOIP students, duplicates, retakes, or students who have left the school).

1. Click on the **Organize** tab, and click on the **School** tab. Locate the image(s) that you do not wish to include in the yearbook panels -- use their last name, or grade, or homeroom to search for the image.
2. When you find the image(s) in the preview area, select the thumbnail(s). The image and associated data will appear in the Custom attributes area. Turn the "**Exclude**" option to **Yes**. The image will not appear in any panel.

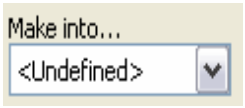
   Images can also be excluded directly from a populated panel. Right click any image within a panel to exclude it. This will turn the Exclude attribute to "yes" in the Organize tab and the image will disappear from the panel.

5.7 Ranking Individuals within a Panel

If you would like to have your teachers on the student panel pages at the front of a panel in the correct order, you will have to assign a “Priority” ranking to them.

1. Click on the **Organizer** tab and click on the **School** tab.

2. Select the sort criteria in the **Homeroom** field to **Staff**.



3. Select all (CTRL A) the images and select **Teacher** in the drop down menu.

4. This will give all the teachers a rank of “3” and place them at the front of their classes. If you have student teachers and/or assistants that you would like on the page too, select them and give them a rank of “4” in the **Priority** box.

5. You will now have to associate every teacher and assistant with their classes so they will appear on the class panel pages. Click on each teacher and in their custom attributes, use the down arrow and select the **Homeroom** they are associated with. If you require the staff to be on both the class panel pages and a staff panel page you will have to associate them with both Homerooms.

   For instance, Mrs. Kirby needs to be on the *Staff* panel page and on the *Class 1B* panel page. Click on her image and in the **Homeroom** box in the Custom Attributes area, type in **Staff;1B**. She will appear on both panel pages.

   NOTE: *When you prioritize images they will appear that way on all panels they are associated with (ie: On the Staff page they will also appear in teacher, then assistant order, not alphabetically). If you prefer staff to be in order by last name instead of rank, you will need to disable the current staff page and populate a new staff panel page. Please contact Icon if you need assistance.*

6. You can prioritize or “rank” everyone in a panel – Principal could be “1”, Vice Principal “2”, teachers “3”, assistants “4” and students “5” or just leave them blank (blanks are automatically assumed to be the lowest rank).

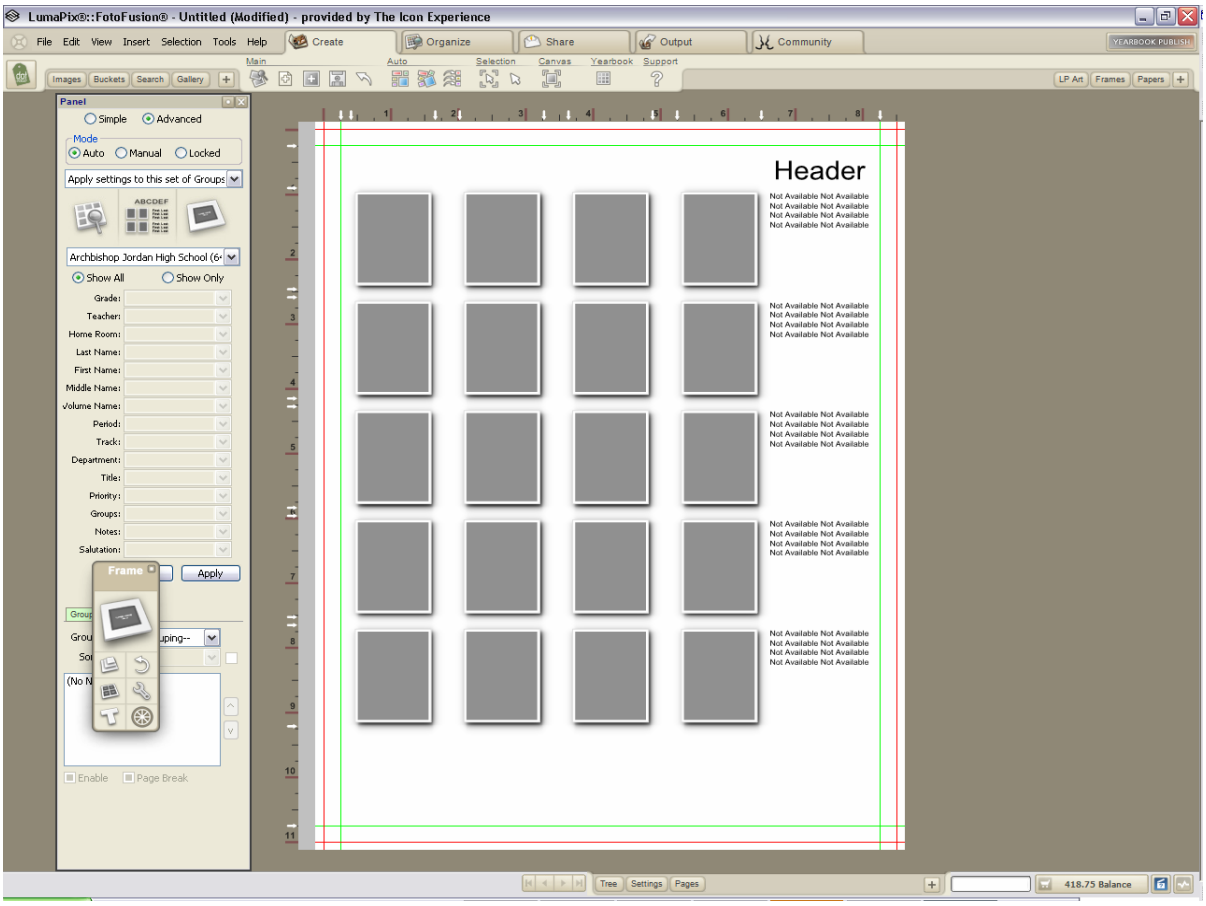
5.8 Adding Titles to Staff Panels

To have the staff title (ie: Educational Asst., Principal, Class 1B) appear below their name on the panel page you will have to provide a title and then tag that attribute in the labels section when customizing your panels. See *Label Settings* in *Configuring Label Names (Pg 21).*

1. Click on the **Organizer** tab and click on the **School** tab.
2. Select the Staff Member and in the **Title** section in the Custom Attributes and type in their title.

5.9 Creating your Panel Pages

Return to the Create Screen. The following default panel will appear.



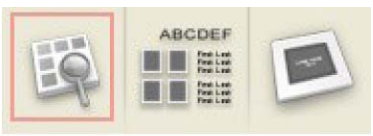
If you would like to use a pre-defined panel set. Click on **Simple**. Pick the relevant style that you would like and then you can customize the panel(s) individually or as a whole. To use the Simple option, you must define your students and staff into groups first.

Advanced Panel Option

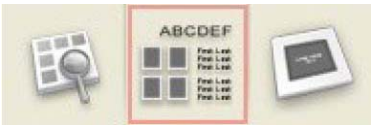
There is no predefined order for applying attributes to your panel - you can add backgrounds before or after adding an empty panel, and you can change the look of the panel frames and text position before or after populating the panels with images.

At the top of the panel editor toolbar, you will find three icons.

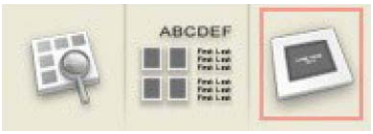
The **first** section allows you to configure the way your panel is **populated** - more details on this in the section on populating and sorting your panel.



The **second** section allows you to configure the way the **panels** look overall (the attributes).

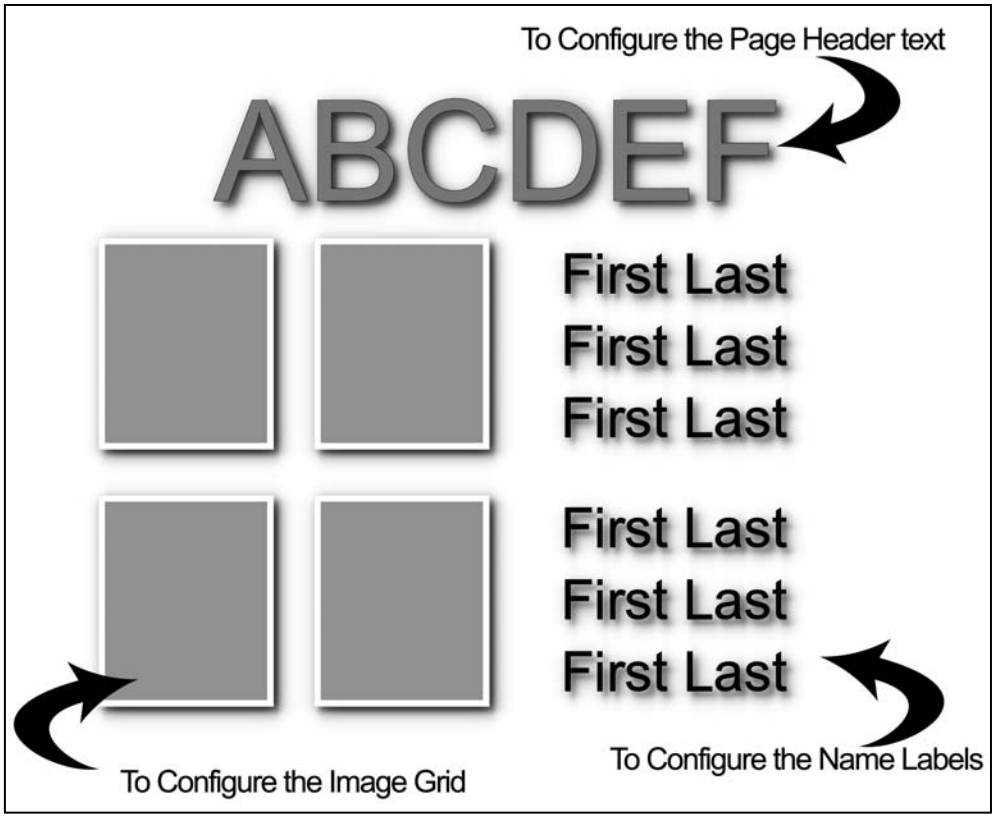


The **third** section allows you to change the way the image **frames** look in the panel.



5.10 Panel Attributes

The panel attributes are displayed in three options, image grid, header text and name labels.



* Please note you may also hover over the shadow for the Page Header and Name Labels to adjust shadow settings. You may adjust the shadow for the panels by hovering over the shadow in the third section (frame attributes).

5.11 Configuring the Image Grid

Click on the **grid** of four frames. The following toolbar will appear, and is divided into four sections, frames, layout, locks and remove knockouts.

Frames – to change the size and spacing of the panel frames on the page

Remove Manual Knockouts

5.11.1 Frames

The first section of the editor allows you to set the size and spacing of the panel frames.

You can do so by changing their **width** (displayed in inches). Increasing the width will make fewer larger frames and decreasing the width will add smaller frames to the panel.

NOTE: *You can make changes to the configuration by typing in numbers or by dragging the arrow back and forth – this will change the size of the frames interactively.*

Alternatively, you can define the maximum number of **rows** and **columns** in the panel, and make the panel snap to that value. There are three options when setting the columns and rows:

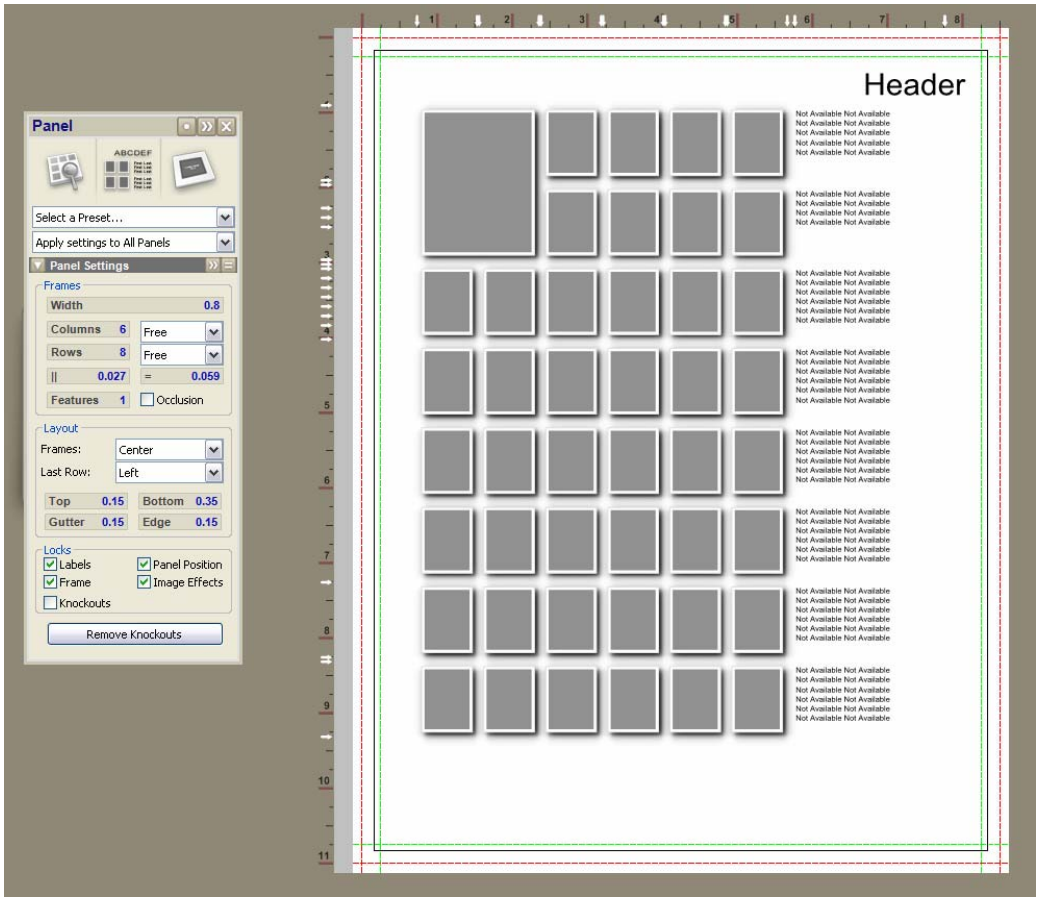
1. **Free** will cause the frames' width value to take precedent over the number of columns and rows (ie. the columns and rows will change as the width of the frames changes, no limits).
2. **Fit** will cause the panel to snap exactly to the selected number of columns and rows, regardless of the specified frame width or page size (ie. use this exact number of columns and rows).
3. **Max** will not allow the panel to grow beyond the specified number of columns and rows (ie. "no more than" x columns or rows).

|| (Column) and **= (Row)** spacing allows you to increase the inset (distance) between the panel frames. Increase the **column** width to space the panel frames further apart; increase the **row** spacing to create more room between the rows of frames.

Features allows you to feature the first (or more) image nodes – this is handy if you would like the teacher to be highlighted.

Knockouts allows candid imagery, text titles, clipart etc to be placed on the image grid and the imagery will “scatter” to avoid the frame. For further information see ***Designing and Adding Candid Images (Pg 35)***.

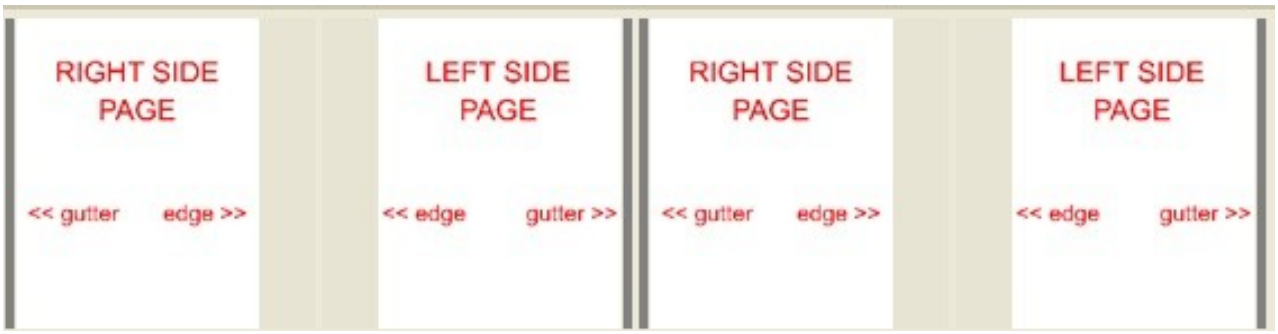
Here is an example where the columns and rows have been defined and the column and row spacing has been increased, the first image has been “featured”.



5.11.2 Layout

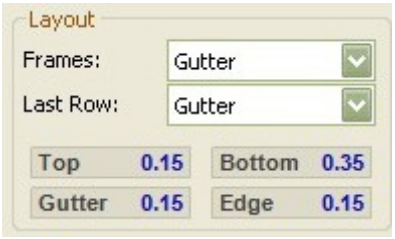
The Layout section of the panel editor allows you to specify where your panel will fall on your page, with respect to the margins and sides of the page.

To understand how this works, first, a little terminology: The **gutter** is the side of the page that runs into the book's binding. The **edge** is the side of the page that runs on the outside of the book. Gutters and edges change from side to side on a album sides, because the binding edge of the page flips from page to page.



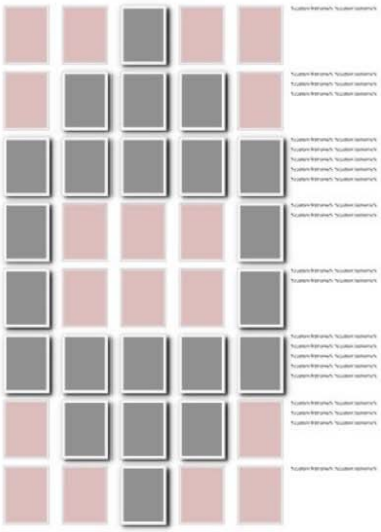
The **top** is the top margin inside of the “safe” (green) zone and **bottom** is the bottom margin inside of the “safe” (green) zone.

Frames drop box options allow you to define which side your panel will be justified. The default is Gutter, which will cause the frames to be snug to the gutter (binding side) of the album page. You can change this option to the edge of the page, or always justify to the left or the right sides, or the centre of the page, or the full width of the page.



Last Row drop box options allow you to choose the justification of your last row of panels. The last row of a panel will often not fill up all columns, so you can choose how the panel will deal with the extra space, either justifying it to the gutter or edge, to the left of the right, or centered.

5.11.3 Knockouts



You can create deliberate spaces within the grid on a per page basis, where other image or text frames can be inserted (eg. logos), or to create a new pattern. To change the grid's shape, click on the individual frames on the panel to turn them off.

If the panel is not populated with images, the frame will switch from grey bordered frames to translucent red frames. If the panel is populated with images, the image in the frame will be bumped to the next available frame, and the remainder of the image set will flow over.

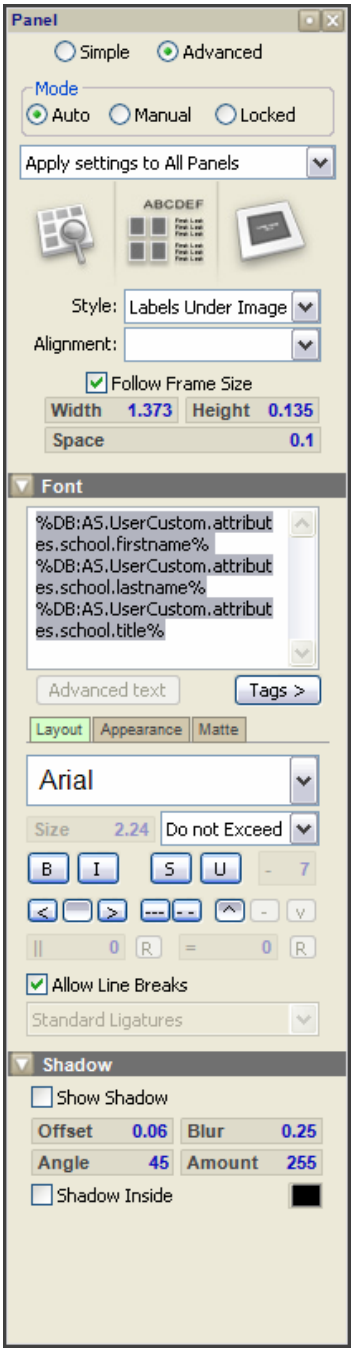
To turn a frame back on, click on the empty frame again.

If you click on **Automatic**, the frames will move automatically as you insert logos or candid imagery.

To remove all knockouts (setting it back to a full grid) click on the **Remove Manual Knockouts** button on the Panel Settings editor.

5.12 Configuring the Name Labels

Click on the **First Last** (the text will turn red) in the panel attributes toolbar. The following toolbar will appear, and is divided into three sections, label settings and font and shadow.



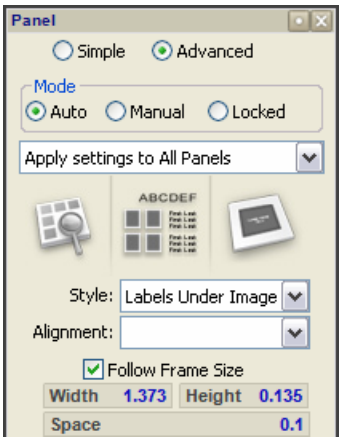
Label Settings – to specify where the text will appear.

Font – to define the label font options and information that appears on the label.

Shadow – to add a shadow to the name label.

5.12.1 Label Settings

The **Style** drop down menu allows you to specify where the student names will appear - on the **beside the panel** or **beside the image** or **under** each image frame.



The **Width** and **Height** changes the amount of space that the label can occupy. Increasing the width with the labels aligned to the side of the panel will make the text larger and might possibly reduce the number of frames per row. Changing the height when the labels are aligned under the frames will reduce or increase the space between rows.

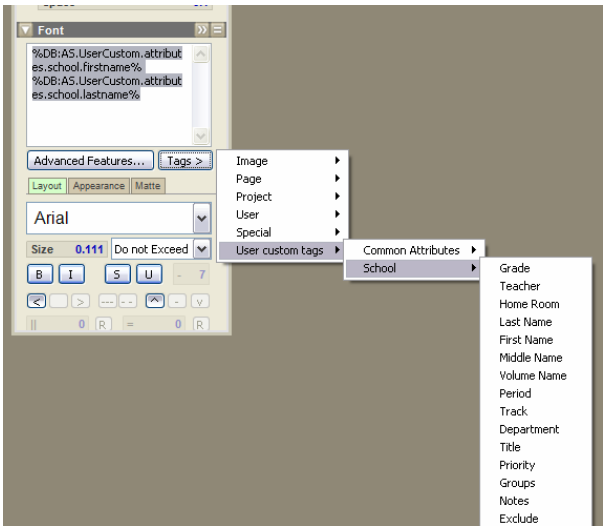
Changing the **Space** will move the label closer or further away from the panel image frames, giving it more of a margin

5.12.2 Font

The font area works in a similar manner to all font menus. You can change font type, font attributes, justification, colour etc as well as being able to “tag” information to an image.

Font Window

The software will default your labels to show the **first and last name** that is associated in the custom attributes area in the organize screen. You can **add** other information or **change** the tag attributes.



To add a title underneath the names, unlock the labels (under Locks in Panel Settings), place your cursor after the last % and click until the information is no longer highlighted. Press the enter key, then click on **Tags, User custom tags, School, Title**. You will now see that there is another “tag” added **%DB:AS. UserCustom.attributes. school.title%**

On your populated panel page the label names will show the first and last name with the title underneath.

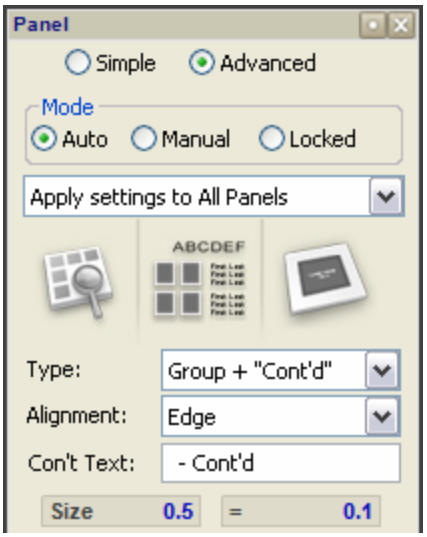
*Remember, the **title** field in the custom attributes area in the Organize screen must be filled in order for it to show up.*

To view all the options of the **Text Editor** please refer to the *Adding Titles and Using the Text Tool (Pg 27)* section of this manual.

5.13 Configuring the Header Text

Click on the **ABCDEF** in the panel attributes toolbar. This "header" is tagged to the grouping information that you use when populating the panel.

All of ICON's PSPA information is grouped by Homeroom, therefore, the homeroom or class information that was provided to us at picture time will be grouped in the same way. For example, if the data provided showed your classes listed as 2-Rm11 or 1B, that is how they will show up in the header.



The **Header Settings** will default to Type: "**Group + Cont'd**". I suggest choosing "**None**" after you have populated and organized your class panels in the order you would like and then make your own page titles. The header design options are limited and can only be used at the top of the page.

5.14 Adding a Background or Paper

To add a great design element to your panel pages use a solid color, or add a textured paper from the **Paper** hover as a canvas background.

To add a solid color: Choose, **Tools, Page, Canvas Color**, **Canvas Fill Properties**. Click on the **Background Fill** tab and choose a color. You can play around with the opacity etc in the **General** tab to get it just right.

To add a Paper: Click on the **Papers** hover, select a "paper", click and hold, then drag the paper into the "grey" area and release, this will automatically become the canvas background. If you happen to drag the paper onto the panel page do not panic! Simply right click on the paper and choose "**Set as Canvas Background**".

Add a **background color** or **Paper** before populating your panels, so the design element will carry across every page of the panel set. If you want to make each page of the panel set different, first populate the panel and then custom-tint or apply a different background paper to every page of your panel.

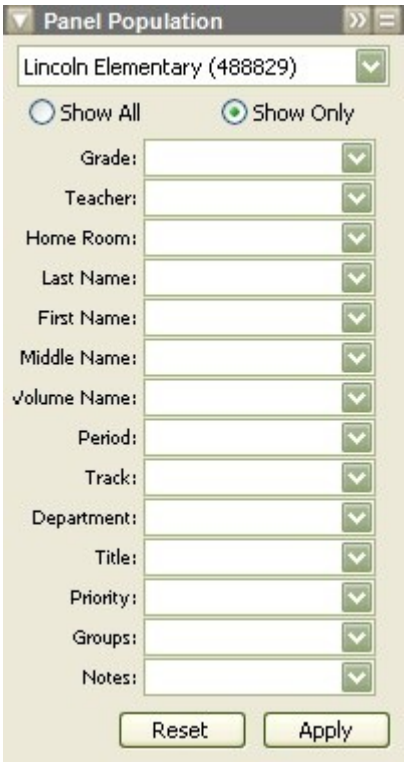
Note*: If you are designing your own page style, and wish to have a particular image or graphic appear on every panel page (eg. a logo), be sure to assign the frame to the canvas background layer before populating the panels.*

Select the frame(s) you wish to have repeated on each page, then right click on your mouse and select ***"Move to layer..."*** *then assign the frame(s) to the canvas layer. This will result in the duplication of these frames on all pages of the panel set.*

5.15 Populating and Sorting Your Panel

Populating your panel refers to the process of adding the images to the empty panel grid. Before the panel can be populated, your PSPA database must be imported.

To access the Panel Population options, click in the Panel Editor:



The first section is the Panel Population editor, which allows you to specify who will appear in the panel -- everyone on the PSPA import, or just one subsection.

Select **Show All**. You can refine who actually ends up appearing in the panel later.

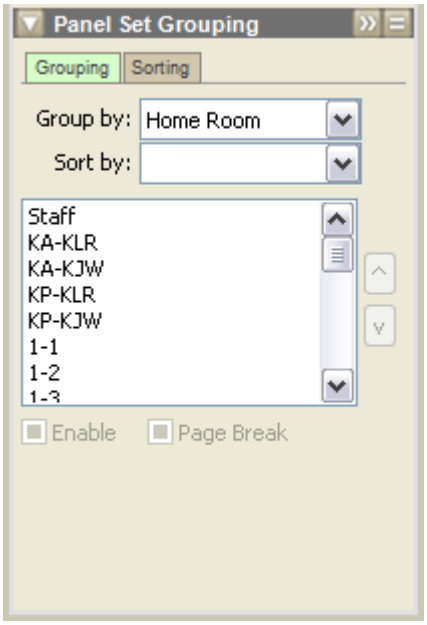
Select "**Apply**".

Now you are going to group and sort the images so they appear in their classes.

5.16 Grouping the Panel Set

If you do not specify a grouping criteria and choose to show ALL of the panel set, you would get one giant panel including every person in the school in alphabetical order - not a very useful way of organizing your book! Grouping and sorting options allow you to tell the panel how it will organize itself.

The Panel Set Grouping options use information that has already been associated with the PSPA dataset. For all ICON PSPA datasets the information is grouped by "Homeroom".



By default, no grouping will be set. In the Group by: drop-box choose "**Homeroom**" and the Sort by: "**Homeroom**".

The software will group and sort the panels alphabetically on the pages within the parameters you set when designing your panel.

If you would like the pages to be sorted in a different order, click on one of the names in this list -- or hold the Ctrl key on your keyboard, and select more than one and use the up and down arrow keys, to move one or more groups to a different position in the panel set.

For instance, in most cases you will want the Staff page to come first. Select "Staff" and use the up arrow to advance them to the top.

If there are any classes that you do not want as part of the yearbook panel (eg: Making a Grade Six Writeups page and using imagery that is not part of the PSPA set). Select them and turn off the **Enable** button. They will disappear from the panel set.

To save space, maybe you would like all the Grade 1s to run one after the other. Select all the classes and turn off the **Page Break** button. Now, the 1-2 class will start on the same page as the last line of the 1-1 class, and the 1-3 class will start following the 1-2 class.

5.17 Sorting the Panel Set

Sorting allows you to organize the panels internal to the grouping. This is useful to first, alphabetize your images, and second, to enable certain people in the set to rise to the top of the panel group. By default the options are set to the following: **Priority, Last Name, First Name**

Priority sorting allows you to create panels where the teacher will automatically be placed in front of the students, or create a staff page where the principal will appear at the top, followed by the vice-principals, teachers, support staff, etc.

This is dependant on values being assigned for the selected field in the Organizer.

To see the results of your work, click on the hover at the bottom of the Create screen.

Hit Page Down on your keyboard (or Page Up) to move through the pages on your Create screen to see the entire set of pages.

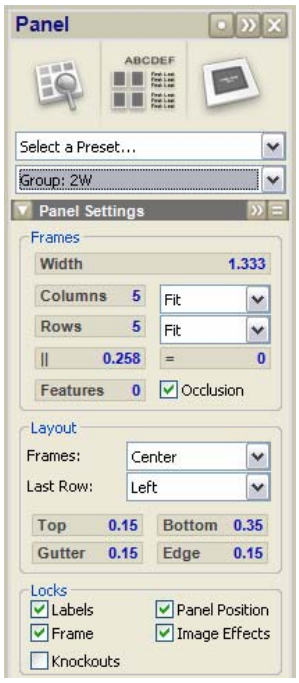
5.18 Customizing your Panel Pages

You can now manipulate and customize each panel page to create a design that is pleasing to the eye. As many classes are not of the same size, I suggest that you look at each page individually and size the panels accordingly. In the examples below, you will see how the sizes of the panel images are different in order to accommodate number of students and also to make the page look attractive.

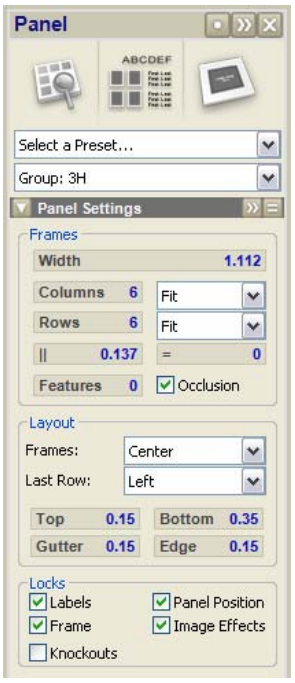
In order to make changes that affect only the one page, you need to apply the settings to only that one panel group.

At the top of the Panel Toolbar you will see two drop down menus, one that reads **"Select a Preset ...."** , and another that reads **"Apply settings to All Panels".** These are the default settings.

To make changes to the Grade 3 panel only, you would select the corresponding group from the drop down menu, and then change the panel configuration. The rest of the groups will remain in their original configuration, while the selected group will appear differently.



Settings for Class 2W



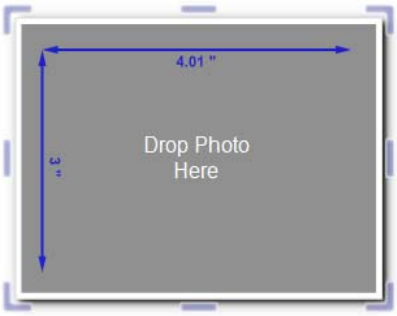
Settings for Class 3H

5.19 Adding Group Photos to your Panel Pages

Many schools like to have the class group photos as part of the panel page. This cannot be automated when creating the panel page and therefore needs to be added afterward. To add a class photo in the same location on every panel page, complete the following:

1. In the create screen, on the first panel page, select **Image Frame** from the **Create Empty Frame icon.**

2. Resize the empty image frame by dragging on one of the blue corners, until you have achieved the size of frame you would like (most group photos fit nicely in a 4x3 sized frame).



3. Place the frame in the desired location on the page (if you have chosen **Knockout** as part of your panel attributes, the frame will scatter the panel images to make room so you might have to resize your panel images to accommodate).
4. With the frame selected, choose **Copy** from the edit menu (CTRL "C"), move to the next page and **Paste** (CTRL "V"). Continue "pasting" on every page. You will notice that the empty frame is located in exactly the

same place on each page. You may need to adjust your panel images as in #3 above.

5. Locate your class group pictures through the **Images** tab and drag and drop the corresponding group onto each page.

5.20 Adding Titles and Using the Text Tool

Using the main Text Frame tool is similar to the text tool in the Panel toolbar. You have all the same functions, but you use the main tool instead of the text tool within the Panel toolbar.

5.20.1 *Adding Text to the Canvas*

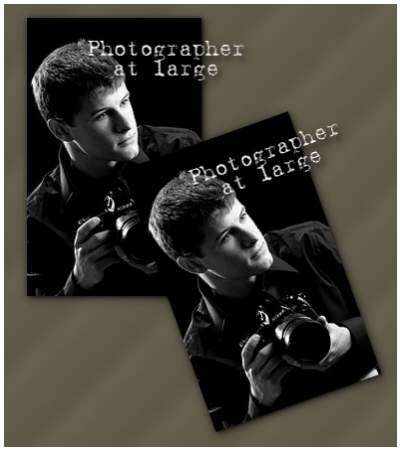
Click on any empty area on or outside the canvas. An Image toolbox will appear. Click inside the “T” and the text editor will appear.

A new text frame will read "Double Click to Change" until you add your own text.

5.20.2 *Adding Text to a Frame*

You can add text attached to a specific frame on the canvas. This means that if you move the frame, the text moves with it. Using text-on-frames also allows you to use information about the particular image as text.

Select the **frame** that will "own" the text frame. The image toolbox will open. **Click** the **Text** option, just as above, which will create a new text frame attached to the image frame.



The text frame will move and rotate with the 'parent' frame, although it can be independently sized and positioned. This is useful for creating labels for individual pictures and contact sheets or other layouts.

Note: *that if you have multiple frames selected when you click the 'add text' button, all frames will receive a text frame.*

5.20.3 *The Text Editor*

When a text frame on your canvas is selected, the Text toolbox will appear:

The **T** icon allows you to launch the Text Editor, to apply new attributes

and edit your text.

Drag on the **T** icon to dynamically change the frame size; if your text is set to "**resize to fit**," your font size will grow or shrink accordingly. Hold **Ctrl** on your keyboard and drag on this icon to dynamically change the outline width.

To dynamically change the **shadow** of your text, drag on the shadow portion of this icon. To learn more about shadow options, consult the **Shadow Editor** section below.

The **Arrange** icon works in the same manner as the icon on the Frame toolbox. Consult the *Arrange and Distributing Frames (Pg 120)* section of the complete YearbookFusion User's Manual held on the ICON ftp site to learn more.

5.20.4 *Editing Text and Changing Text Appearance*

To edit text:

1. **Click** on any **text frame**. The **Text Toolbox** will appear - **click** on the **T** icon to launch the Text Editor.
2. **Replace** the "**Double-Click to Change**" with any text you want. It can be a few words or entire paragraphs.

Note: *There is no spell checker in FotoFusion. If you are concerned about the spelling in your text, you should compose it first in a word processing software (eg. MS Word, Word Perfect, etc.) to check your work. You can cut and paste it into FotoFusion's text editor after you have ensured it is correct.*

5.20.5 *Layout Tab*

The appearance of text within text frames can be changed through the Text Editor.

Note: *you can multiple-select text frames (hold Ctrl on your keyboard and click on each text frame) and all changes made in the Text Editor will be applied to the selected frames, or use the Toolbar Selection Tool*

and select the Image Text or Canvas Text options to select all items of this type on the canvas.

The **Text Editor** displays any True-Type, PostScript, or Open-Type Font available in the C: \Windows\Fonts folder on your system.

5.20.5.1 *Selecting a Font Type*

Click on the down arrow to see all available fonts, then select one to apply to your text.

5.20.5.2 *Setting the Font Size*

There are two ways to change the size of the text in a text frame:

1. *By setting the font size directly*: the Font Editor includes a 'Size' control, measured in point size. Simply drag or click this control to set a size for the text in the currently-selected frame. **Note:** *doing so will check the 'lock size' option for that text box; this becomes important if you later want to resize the text by the second method, namely, manually resizing with the text frame handles. You will need to UNLOCK it before the text will resize when you pull on the handles*
2. *By resizing the text frame interactively*: If the text is unlocked, pulling on the frame handles will resize the text.

Changing the drop-box options beside the font size will cause the font size to relate to the size of your text frame in different ways.

Resize to Fit: Your text will grow or shrink to fit the frame. Point size is ignored.

Lock and Clip: Your text will stay exactly at the point size selected. If your text frame is shrunk too small, the text will be cut off. This is the option to choose if you need an exact point size.

Do Not Exceed: Your text will grow but only to the maximum font size. This feature is particularly useful for creating templates where the text content may change based on exif tag data.

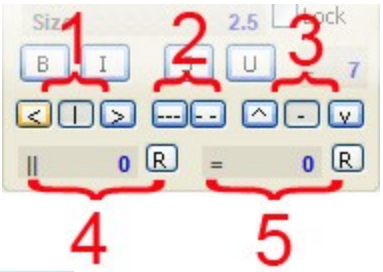
5.20.5.3 *Font Attributes*

Other font attributes include bold, italic, strikeout and underline. The width of the strikeout and underline can be changed via the adjacent line size option.

5.20.5.4 *Text Alignment & Spacing*

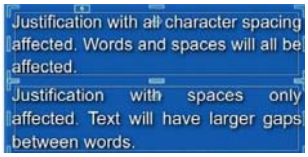
Within the text frame, text can be positioned by setting the alignment in the text editor;

The following options appear in the text editor, to adjust the position of your text relative to the text frame, and to change the spacing between parts of the text.



1. *Flush Right / Center / Flush Left*: Click on the buttons to select your option.

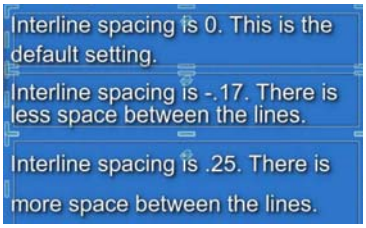
2. *Justification with all characters / Justification with spaces only*: Click on the buttons to select your option


Justification with all character spacing affected. Words and spaces will all be affected.
Justification with spaces only affected. Text will have larger gaps between words.

3. *Align to top of frame / Align to center of frame / Align to bottom of frame*: Click on the buttons to select your option.

4. *Inter-character spacing*: changes the space between letters. (R) restores to default: Click/drag on the value to change. Click on (R) to restore to the default value.

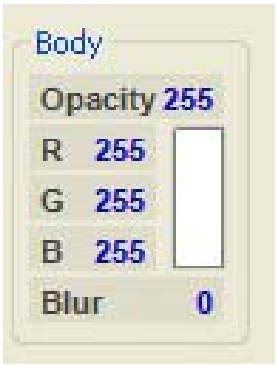
5. *Inter-line spacing*: increases the spacing between lines of text. (R) restores to default. Click/drag on the value to change. Click on (R) to restore to the default value.


Interline spacing is 0. This is the default setting.
Interline spacing is -.17. There is less space between the lines.
Interline spacing is .25. There is more space between the lines.

5.20.6 *Appearance Tab*

The appearance tab is where you would change font colour, opacity and outline attributes of the font.

5.20.6.1 *Text Body*



To make the text body more translucent:

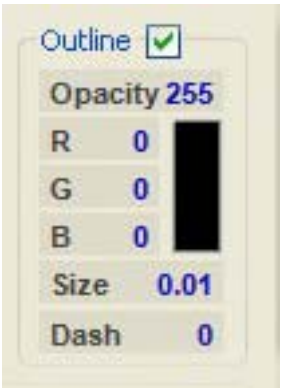
Click on the **Opacity** control and change the value to a lower number.

To change the color of the text:

Type in the R-G-B values, or **click** on the color picker box to open the color editor.

Drag the **Blur** control to interactively set the blur on the text.

5.20.6.2 *Text Outline*



The outline for the text can have a unique color and transparency typically a black edge around a text body.

To make the outline more translucent

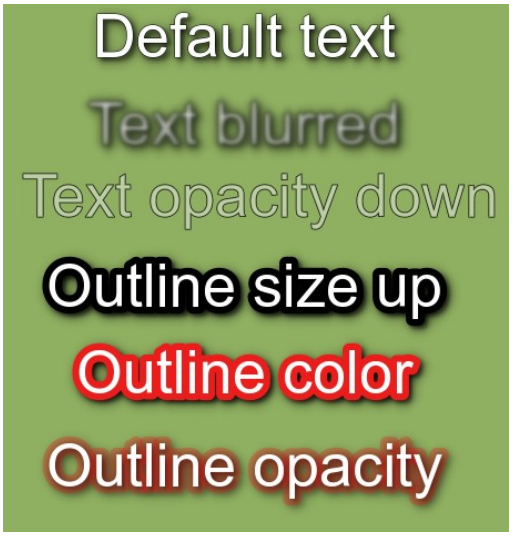
Click on the **Opacity** control and change the value to a lower number.

To make the outline wider or narrower

Drag the **Size** control

A dashed outline is also available

Click on **Dash** to set the size of the spacing.



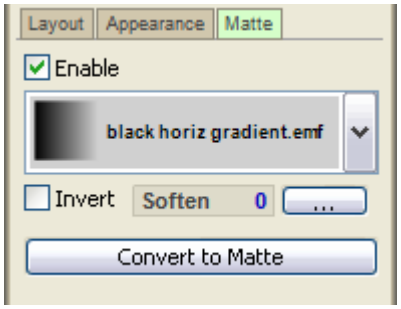
Examples of Text Effects

5.20.6.3 *Matte Tab*

Applying a matte to your text can add texture and flare. Not all mattes are appropriate for text -- for instance, a star-shaped matte will only cut off part of your text.

However, textured mattes like gradients will add a distressed look to your text. Within the Matte tab you are given a set of standard emf mattes to choose from.

To add a standard matte to text:



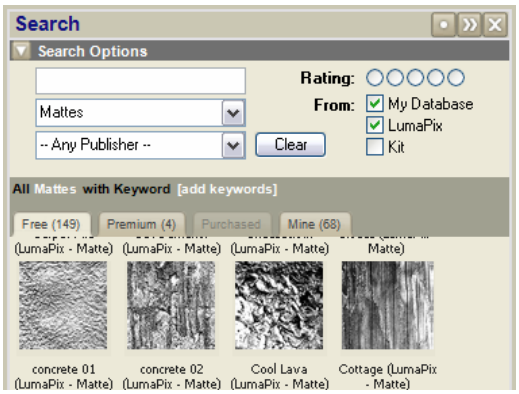
Click the **Enable** check box

Select your matte of choice from the drop box

Use the **Invert** and **Soften** functions to change the direction of the matte and soften it.

To convert text into a texture matte:

1. **Type** in your text, and **select** the font type (other font attributes can be applied (eg: bold, blur) while others will be ignored when the text is changed into a matte (outline, color).
2. With the text box selected, **Click** on the **Search** tab. The following menu will appear. Select a matte that you like and drag it on the text. The text will now take on that effect.



Text without matte
Text with Concrete 02 matte
Text with Tweed matte
Text with Security Perimeter matte
Text with black horiz gradient

5.20.6.4 *Convert to Matte*

You can also convert text into a matte that takes on the properties of an image or Paper.

Heavier, bolder fonts will be more effective to display images than thin fonts.

To convert text into a matte that uses an image or a paper:

3. **Type** in your text, and **select** the font type (other font attributes can be applied (eg: bold, blur) while others will be ignored when the text is changed into a matte (outline, color).
4. **Click** on the **Convert to Matte Button** in the Matte tab. The text will now turn into an image frame.

5. **Select** a picture from the **Images** tab or a **Paper** from the **Papers** tab and drag it onto the text. The text will now take on part of the image – you can drag the crop tool to use different parts of the image, and the text can be resized with the frame handles.

If you need to edit the text, you will need to UNDO (Ctrl-Z) the matte application.

5.20.6.5 *To add Shadow to Text*

The text shadow option is found by placing your mouse and hovering underneath the Text tool. You will see a red “shadow” on the T. When you click on the “shadow” the following toolbar appears:

The shadow is always applied as a default.

1. To turn the shadow off, click on the check mark.
2. **Offset** determines how far from the frame the shadow is displayed. If you increase the value, the shadow will appear farther **away from the image.**
3. **Blur** makes the shadow harder or softer,
4. **Angle** determines the apparent position of the light source producing the shadow of the frame.
5. **Amount** determines the opacity of the shadow effect.

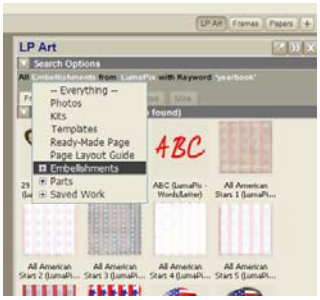
6. **Shadow Inside** is used mainly for images.

7. Click on the the color chip opens the color editor; this allows you to pick a new color for the shadow. In the example shown the shadows have been used to make the text appear to glow.

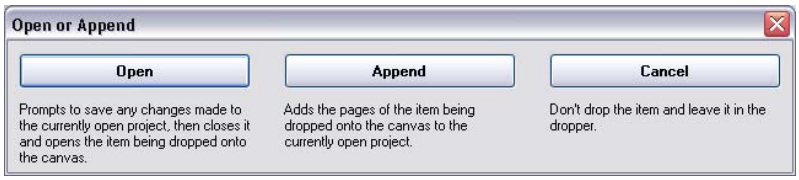
5.21 Designing your Cover

YearbookFusion is packaged with a set of cover templates that you can either use as is, or edit to your liking. Designing a cover from scratch using student artwork or imagery is always a great option. To insert a cover template:

1. Have your project open and the first page visible in the Create screen.
2. Click on the **LP Art** tab and click on the word **Embellishments**. Choose **Templates** from the drop down menu and a series of cover templates will appear.



3. Click on a cover template that you like and drag it onto your page. Depending on the type of template you are inserting the following pop-up menu may appear:


Open or Append
Open
Append
Cancel
Prompts to save any changes made to the currently open project, then closes it and opens the item being dropped onto the canvas.
Adds the pages of the item being dropped onto the canvas to the currently open project.
Don't drop the item and leave it in the dropper.

4. Select **Append**, and the cover will be dropped into your project. It should appear after the first page, but sometimes ends up at the end of the project. You may have to delete blank pages.
5. In the **Pages** hover menu, select the page labeled **Cover** and press the **up arrow** to move it to the front.

To design your own cover:

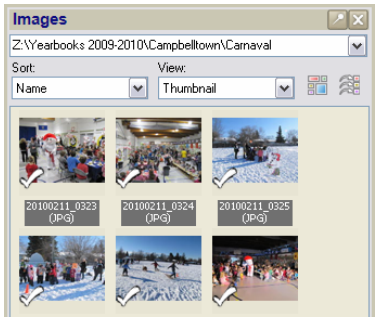
1. In the **Pages** hover menu, click on the **Add Pages button** and select **Cover Sheet**. Using the **arrows**, move the Cover to the front of the project. Design away!

5.22 Designing and Adding Candid Pages to your Project

A yearbook is just not a yearbook without those funny pictures that are taken throughout the year reminding us what school life really is about! Provided below is a quick and easy way to make your candid pages, however, there are extensive design options and instructions in the complete YearbookFusion User's Manual held on the ICON ftp site.

To make a **single album side** candid page:

1. Ensure that all the images that you would like on your candid page are in a folder within your main yearbook project folder.
2. Add a **album side page** to your project (either using the Add Pages icon at the top of the Create screen or the Add Pages icon in the Pages hover at the bottom of the Create screen).
3. Explore to the folder containing your pictures through the Images tab, select the images you would like to place on the page or select all (CTRL "A") and click the Autocollage button



4. Lumapix will automatically create a candid page with all your images organized. You can continue to click on the Autocollage button until you like the configuration. Images can be moved from one frame to another and you can apply design options to the frames as you like.
5. Add a title to the page and you're done!

5.23 Adding Clipart, Papers and Other Embellishments

Adding embellishments to your book makes the final product standout and provides interest. LumaPix is packaged with a number of graphic embellishments and ICON has provided a number of clipart options as well. New content will be added over time, so be sure to check often for additions.

To add clipart and other embellishments:

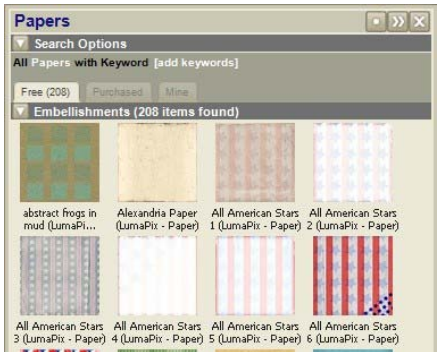
1. Click on the **LP Art** hover, next to the **Papers** and **Frames** hover on the Create screen. The system defaults to show you clipart that is directly related to schools by searching with the keyword "**yearbook".**

2. Select a piece of clipart that you like and drag it onto your page. All clipart can be resized by dragging the blue resizing bars.

3. Even more content can be found by clicking on the Gallery button, on the left-side of your canvas. Choose either the LumaPix Clipart folder or the folder labeled Clipart (this is ICON's clipart) to see subfolders of content. Explore these folders to find clip art for your yearbook.

5.23.1 *Papers*

Click on the Papers hover over the canvas on the Create screen to view a list of over 200 FREE textures that can be used as backgrounds or graphic elements on your pages. Included in your licence, ICON has provided you with $20.00 towards any Premium products that you would like to use.


Papers
Search Options
All Papers with Keyword [add keywords]
Free (208)
Purchased
Mine
Embellishments (208 items found)
abstract frogs in mud (LumaPi...
Alexandria Paper (LumaPix - Paper)
All American Stars 1 (LumaPix - Paper)
All American Stars 2 (LumaPix - Paper)
All American Stars 3 (LumaPix - Paper)
All American Stars 4 (LumaPix - Paper)
All American Stars 5 (LumaPix - Paper)
All American Stars 6 (LumaPix - Paper)

5.23.2 *Frames*

The Frames hover, also located over the canvas area on the Create screen will display over 100 "smart" frames. Drag and drop these onto your candid images to give them texture, borders and effects.

Note: *smart frames cannot be added to panel images.*

Frames
Search Options
All Smart Frames with Keyword [add keywords]
Free (108)
Purchased
Mine
Damaged Canvas 002 (LumaPix - ...
Damaged Frame (horizontal) (Lu...
Damaged Frame (vertical) (LumaPi...
Inside shadow (LumaPix - Sm...
Inside Shadow (white) (LumaPi...
Inside shadow (yellow) (LumaPi...
Old Album Photo (LumaPix - Sm...
Old Photo (LumaPix - Smart Frame)
Old Polaroid (LumaPix - Sm...
Rip 0001a (LumaPix - Smart Frame)
Rip 0002a (LumaPix - Smart Frame)
Rip 0002b (LumaPix - Smart Frame)

6.0 Completing and uploading your project

Before submitting the project to ICON, the yearbook project manager needs to compile all pages into one complete project.

Archived project pages that have been submitted by users not on a shared network space, will need to be restored and saved locally.

If the project pages have been saved to a shared network or remote storage, then the yearbook project manager will append the pages from that project to the main project.

1. **Click** on the

button to open the **Pages** hover and use the append pages option to find the component pages of the yearbook. Reorder them accordingly (up/down arrows), and ensure that page count has been respected.
2. **Check** for resolution warnings (when an image is of insufficient quality or over-zoomed) and for red frame numbers (images that have become disconnected from the original files). Files with red resolution warnings should be replaced, to ensure that the project will print with sufficient quality.
3. **Save** this master yearbook project to your yearbook folder as “SchoolName Final Yearbook 2010”.

6.1 Uploading your completed file to your publisher

YearbookFusion will allow you to directly upload your projects to ICON’s server. You do not need to configure anything to send the files(except to ensure that you have rights to upload to ftp sites); the software provided to you will have all the variables preset to send your projects directly to our server.

1. In the **File** menu, choose the **UPLOAD TO PUBLISHER** option.
2. Select **Upload as Flattened Images (Faster)**.
3. If you wish to give Icon access to the complete file in order to make corrections, then choose **Upload Complete Project**.
4. Uploading can take quite a bit of time, and is dependent on the speed of your internet connection, your publisher's server, and the size of your project.

Helpful Tips

1 Accessing Icon's FTP Site

2 Archive/Restore/Append a Project

3 Sample write-ups for biography pages

4 Locating Missing Images in Lumapix

5 Replace an Image in the PSPA

6 Panel Menu Overview

HOW TO RETRIEVE FILES FROM THE ICON FTP SITE AND COPY FOLDERS FROM YOUR COMPUTER ONTO THE ICON SITE

To access the Icon ftp site to transfer files to your computer:

Download the free software below - it is a file transfer software that will speed up the process.

http://filezilla-project.org/download.php?type=client

Once it is downloaded and on your machine, start the software.

In the bar at the top, type:

Host: **mail.iconexp.com** Username: **yearbook** Password: **iconexp**

Your file folders (on the computer you are using) will be listed on one side and the remote (Icon) site on the other side. The Icon side will show all the folders that are on the remote (Icon) site.

1. Double click the type of yearbook (Standard, U-Build IT, Custom)
2. Double click on your school folder.
3. Select the folders or files you wish to copy.
4. Drag them into the folder on your computer.

The process may take a little while depending on the size of the files.

To transfer a folder from your computer to your school folder on the Icon site:

Your file folders (on the computer you are using) will be listed on one side and the remote (Icon) site on the other side. The Icon side will show all the folders that are on the remote (Icon) site.

1. Double click the type of yearbook (Standard, U-Build IT, Custom).
2. Double click on your school folder.
3. Select the folders or files on your computer.
4. Drag them into the open school folder on the Icon site.

The process may take a little while depending on the size of the files.

If you have any questions regarding the ftp site or anything to do with yearbooks, please do not hesitate to contact me at any time.

Julie Szachta
Manager, Yearbook Division
The Icon Experience
780-449-3558 Ext. 260
julie@iconexp.com

HOW TO ARCHIVE/RESTORE/APPEND A PROJECT FOR USE BY ANOTHER PERSON OR TO MOVE TO ANOTHER COMPUTER

In order to use a project that has been created by another person or move your project from one computer to another you will need to Archive and then Restore the project.

To archive a project:

1. Begin with your project open on the screen. Select File, Archive/Restore, Archive, public sharing (any online user). Save the archived project where you will find it again!
2. The software will run through a variety of steps and save it for you.

To restore an archived project:

1. Start up Lumapix software and at the "wheel" choose, new project, Softcover Yearbook.
2. At the main screen, click on File, Archive/Restore, Restore. Explore to where the archived project is stored and click on it and select Open. The system will restore the document for your use.
3. Save the project to your drive.

To append projects:

1. Open your main project. Navigate to the page that you would like to insert the additional project (pages will be inserted after).
2. At the main screen, click on File, Append Project. Explore to where the saved project is stored and click on it and select Open. The project will be inserted. If you want to move the pages, click and hold, then drag and drop into the correct place.
3. Save the project with the newly inserted pages.

If you have any questions regarding templates or anything to do with yearbooks, please do not hesitate to contact me at any time.

Julie Szachta
Manager, Yearbook Division
The Icon Experience
780-449-3558 Ext. 260
julie@iconexp.com

Sample Write-ups

Write ups should be typed in a word document, with the question followed by a colon, one space and then the answer. Each question and answer needs to be on a separate line with no hard returns.

Some samples of questions are listed below, but use whatever works for your school. With limited space it is wise to keep it to 3-4 questions per student.

Nickname
Proudest Grade 6 Moment
Future Plans
Comments
Favorite thing to do
Favorite Saying
Memorable Moment
Sport, Hobby, Activity
Favorite Subject
Favorite Color
Ambition
A Superpower I want

Sample Setup

Grade 6D

Student Name
Nickname: --
Proudest Grade 6 Moment: Getting 100% three times in a row on book reports.
Sport/Hobby: Dancing, Singing, Crocheting
Future Plans: Dancer, Pop Star, Actress

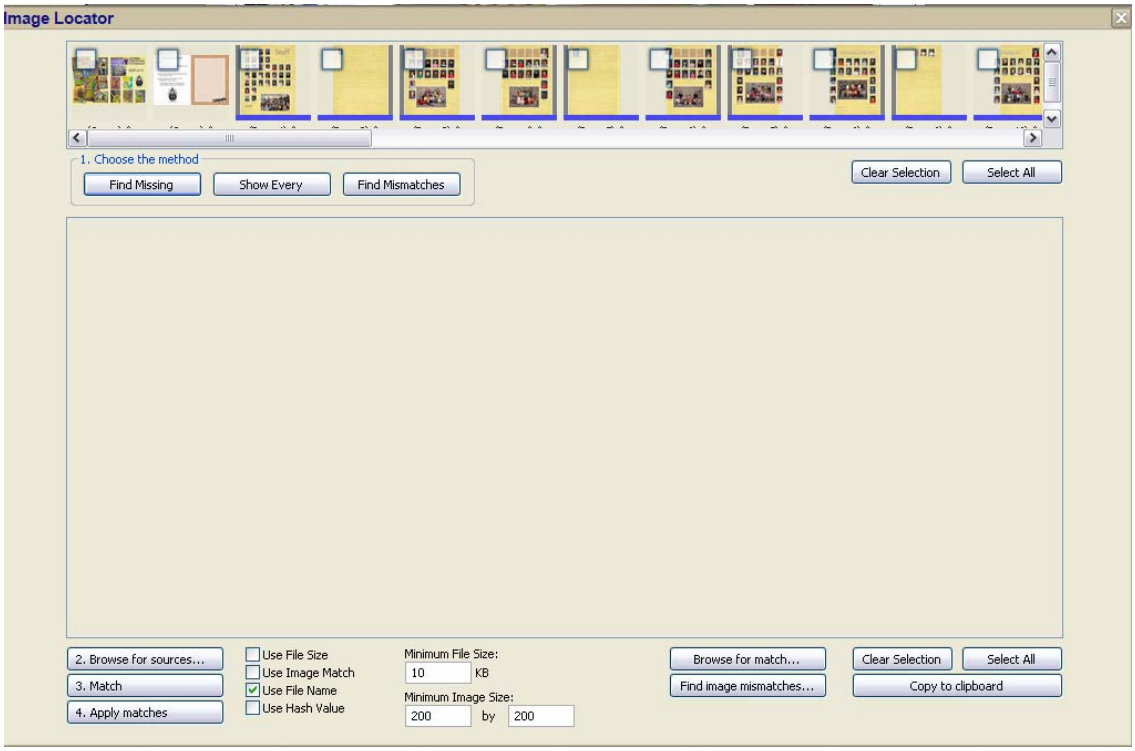
Student Name
Nickname: --
Proudest Grade 6 Moment: Going skiing at Rabbit Hill.
Sport/Hobby: Soccer
Future Plans: Police Officer

Student Name
Nickname: Chicken Legs
Proudest Grade 6 Moment: When I was the camel and did the camel dance.
Sport/Hobby: Football, Soccer, Break Dancing, Skateboarding, Snowboarding, Road Hockey
Future Plans: Pro Football Player or Pro Skateboarder

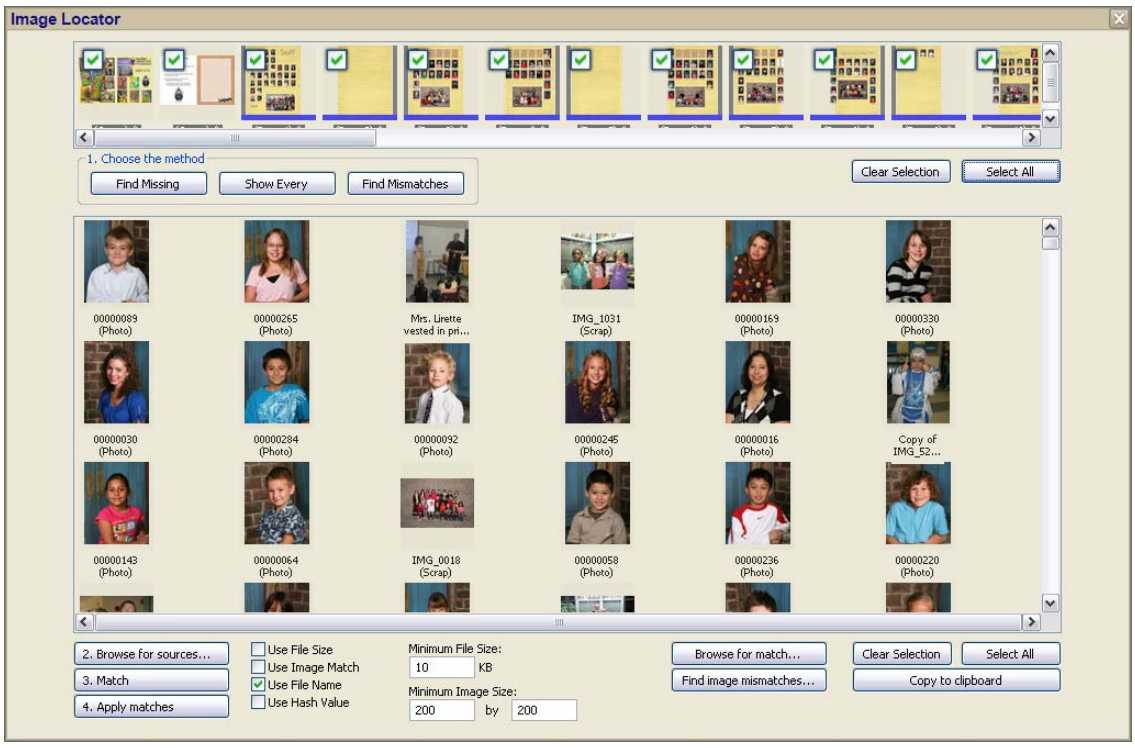
LumaPix Yearbook::Fusion

How to Locate Missing Images

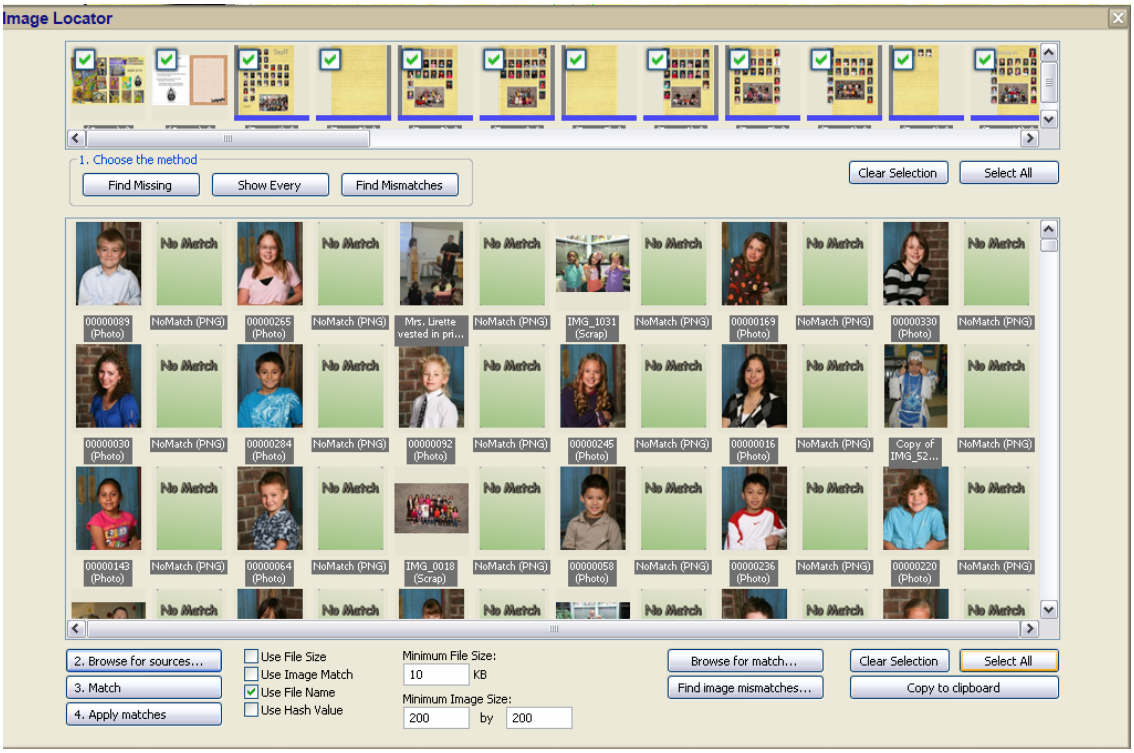
1. Select Tools > Locate Missing Images. The following screen will appear:



2. Click on **Find Missing.** The system will run through and place all the missing images in the box below.

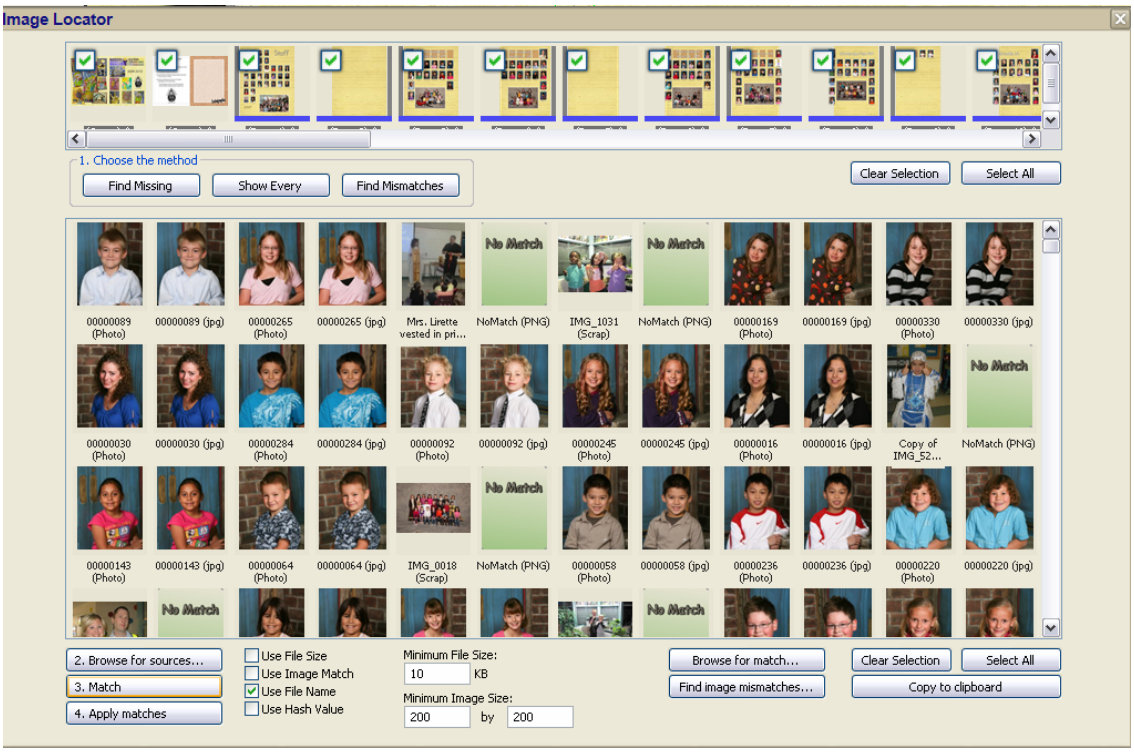


3. Click **Select All** (at the top right of the screen).



4. Click on **Browse for sources ...** and browse to the folder that the images are kept in, select **OK**.

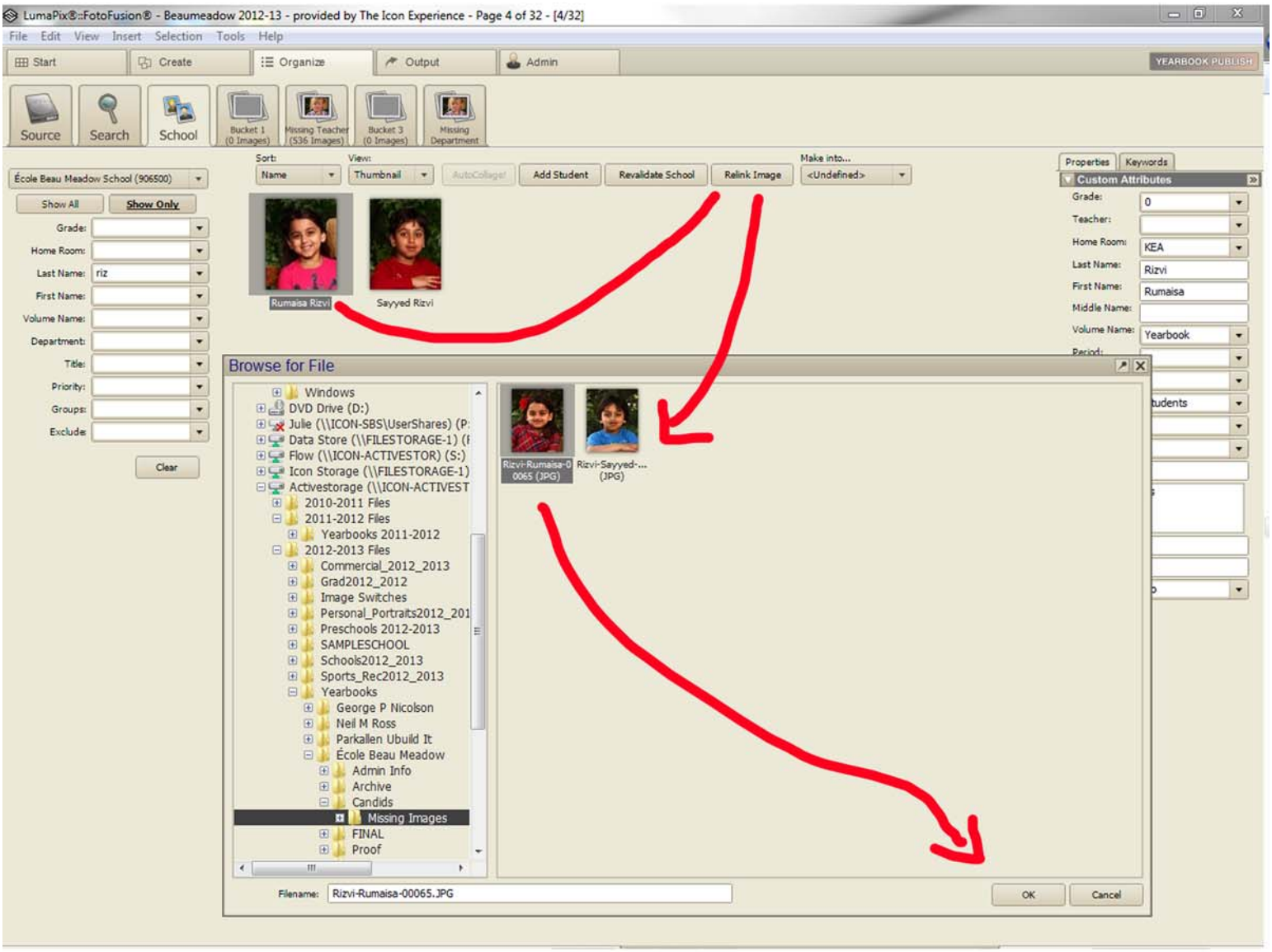
5. Once all the images have been found, click on **Select All** (at the bottom right of screen) then **Match**. Your screen will show all the matched imagery. You may need to browse to several sources if your imagery is kept in different places or folders.



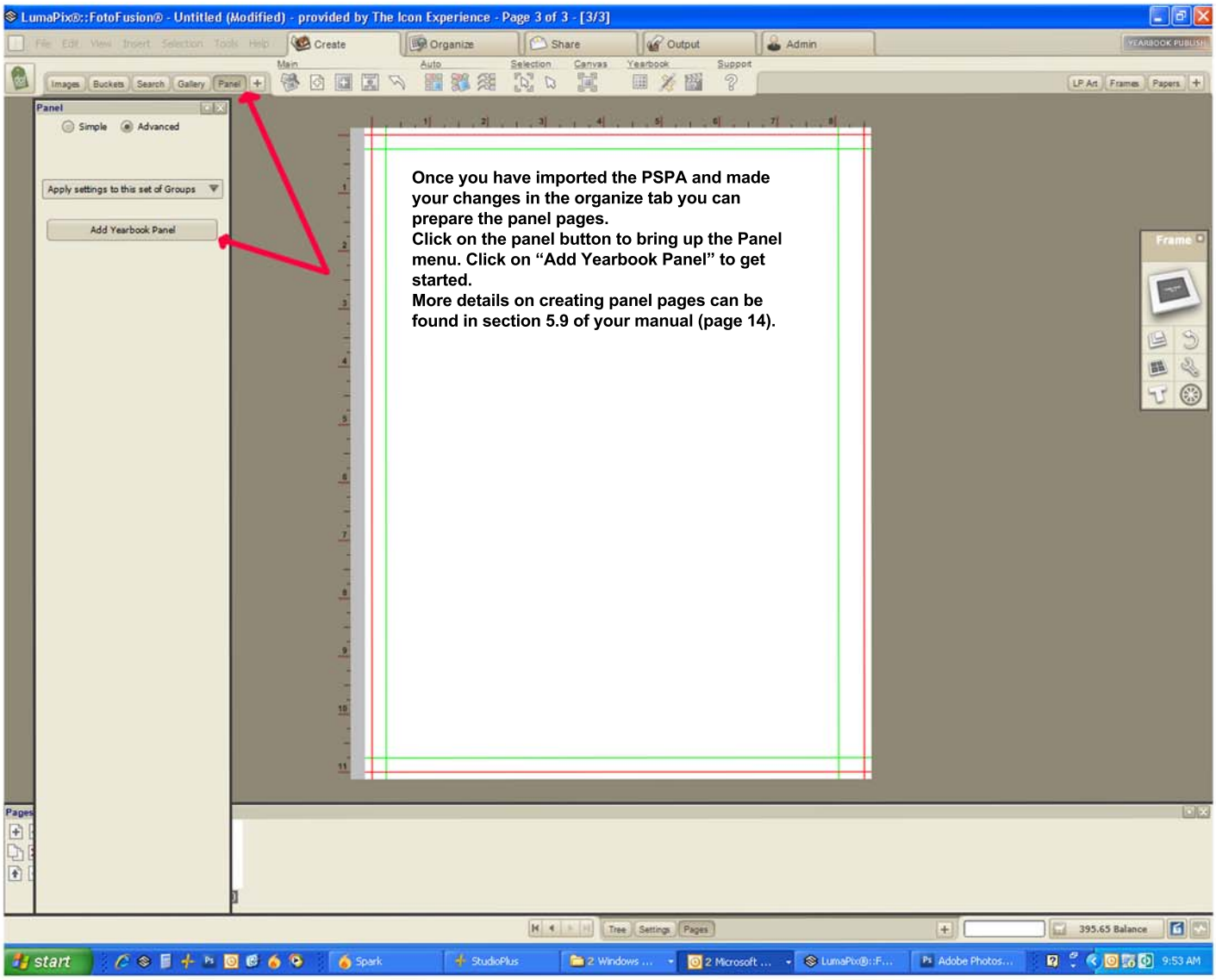
6. Once you have all your missing images matched. Click on **Select All** (at the bottom right of the screen) and click on **Apply Matches**.
7. The system will apply all matches to your project and the Image Locator screen will return blank. Click on **X** (close) button at the top right.

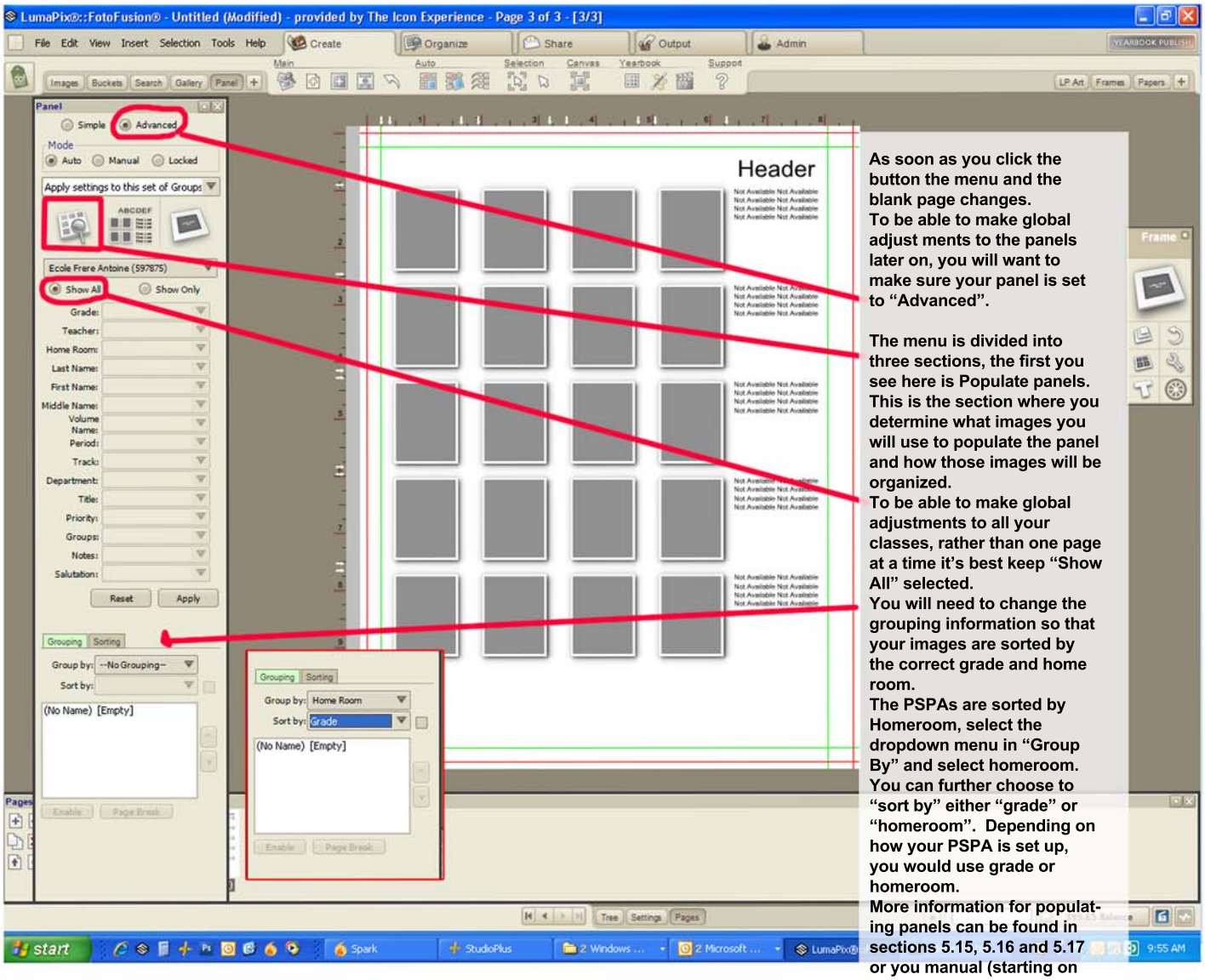
If the Image Locator screen returns and still shows document pages in the top scroll bar, you will need to repeat the process until all images are found and matched.

How to relink/replace an image in the pspa



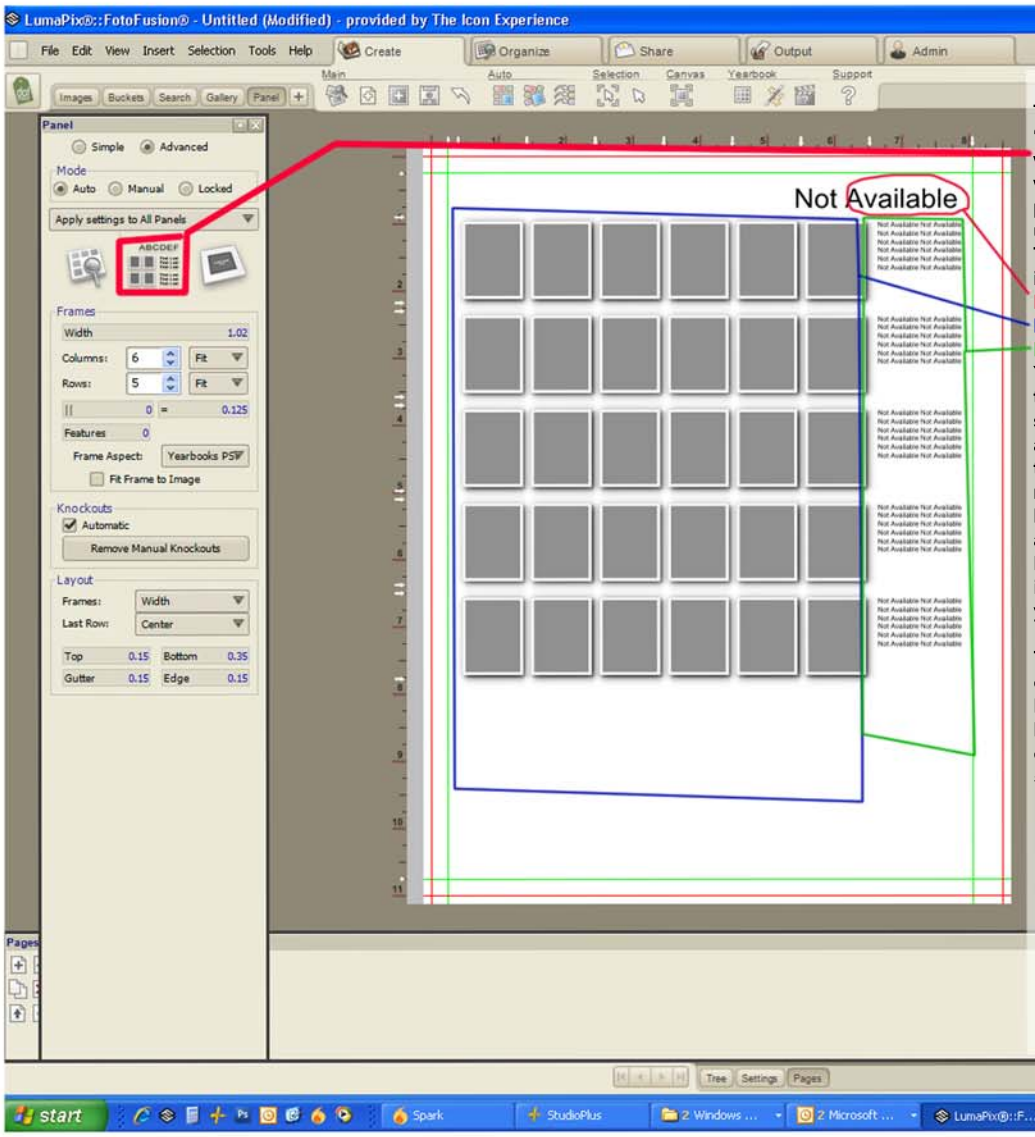
To change the image for a student whom already has a picture in the pspa go to the organize tab.
Select their image, click on the "Relink Image" button. In the browser, locate where you have saved the images on your computer, select the image and click "OK".
Go on to the next student and repeat the steps.


LumaPix®::FotoFusion® - Untitled (Modified) - provided by The Icon Experience - Page 3 of 3 - [3/3]
Create
Organize
Share
Output
Admin
Panel
Simple
Advanced
Apply settings to this set of Groups
Add Yearbook Panel
Once you have imported the PSPA and made your changes in the organize tab you can prepare the panel pages.
Click on the panel button to bring up the Panel menu. Click on “Add Yearbook Panel” to get started.
More details on creating panel pages can be found in section 5.9 of your manual (page 14).
Frame
Pages
start



As soon as you click the button the menu and the blank page changes.
To be able to make global adjust ments to the panels later on, you will want to make sure your panel is set to "Advanced".

The menu is divided into three sections, the first you see here is Populate panels. This is the section where you determine what images you will use to populate the panel and how those images will be organized.
To be able to make global adjustments to all your classes, rather than one page at a time it's best keep "Show All" selected.
You will need to change the grouping information so that your images are sorted by the correct grade and home room.
The PSPAs are sorted by Homeroom, select the dropdown menu in "Group By" and select homeroom.
You can further choose to "sort by" either "grade" or "homeroom". Depending on how your PSPA is set up, you would use grade or homeroom.
More information for populat- ing panels can be found in sections 5.15, 5.16 and 5.17 or you manual (starting on page 22).



The next section of the menu is the "Panel attributes" section. This is where you determine how your pages will be laid out. Information on the panel attributes is in your manual under section 5.10 (page 15).
This section is broken further down into three main elements:
Header Settings
Image Grid
Name Labels
You select these elements one at a time, by clicking on the corresponding symbol. You will note, for the Header and Name labels, you can also select the shadow attributes by hovering the mouse slightly below the text.
If you look carefully at the panel attribute section, the icon will become highlighted. Click on the appropriate icon once you highlight the attribute you wish to change.

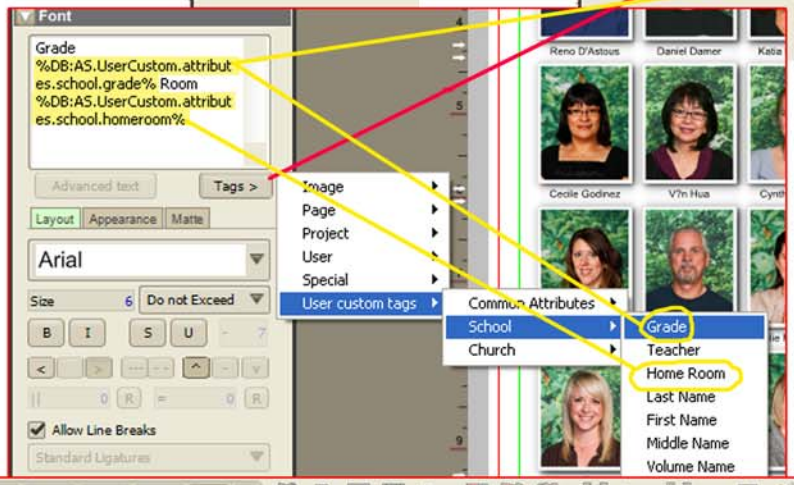
The menu options will vary depending on which element you have selected. In this example the image grid has been selected. For more information on the image grid options turn section 5.11 of your manual (page 16).

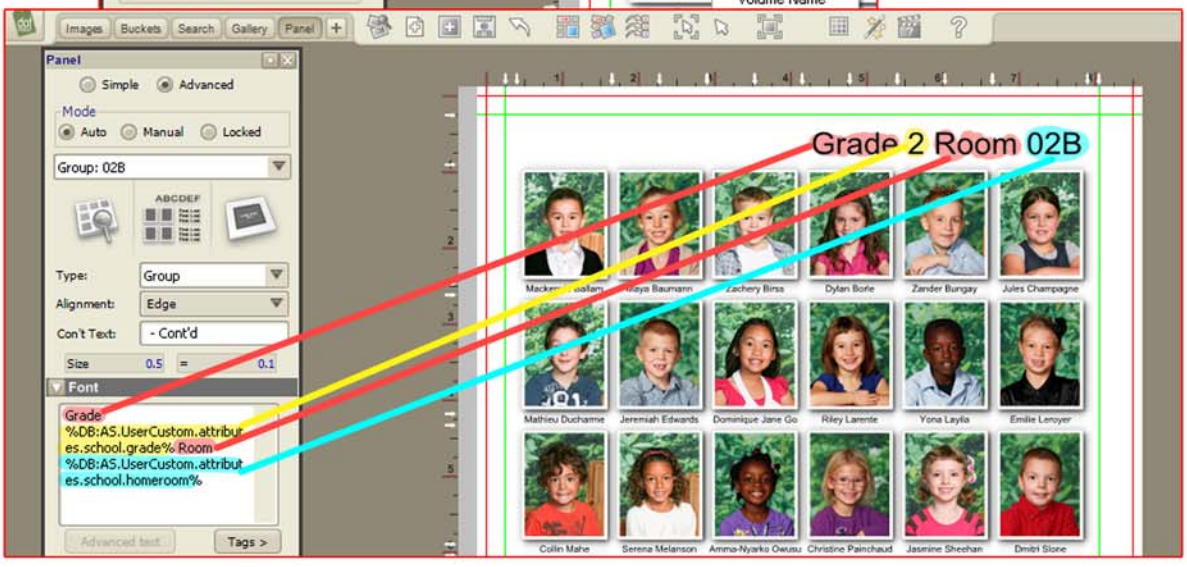
Image Grid Selected
For details turn to section 5.11 of your manual (Page 16)

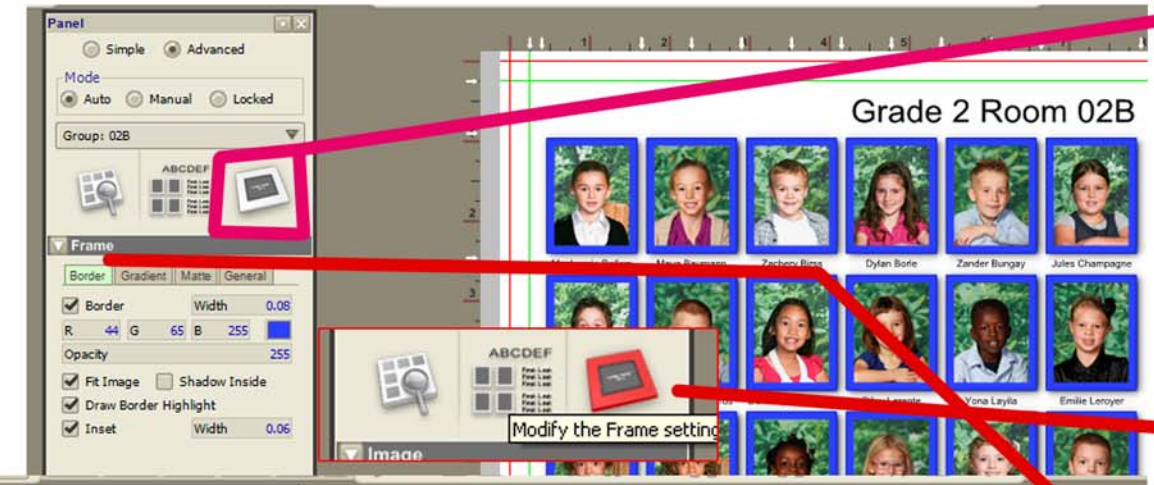
Name Label Selected
For details turn to section 5.12 of your manual (page 19)

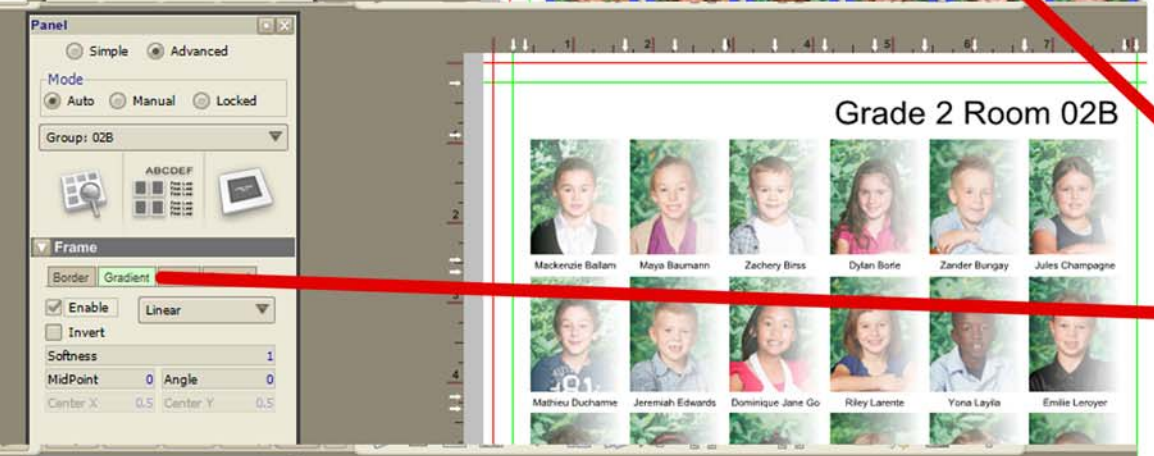
Header Selected
For details turn to section 5.13 of your manual (Page 21)

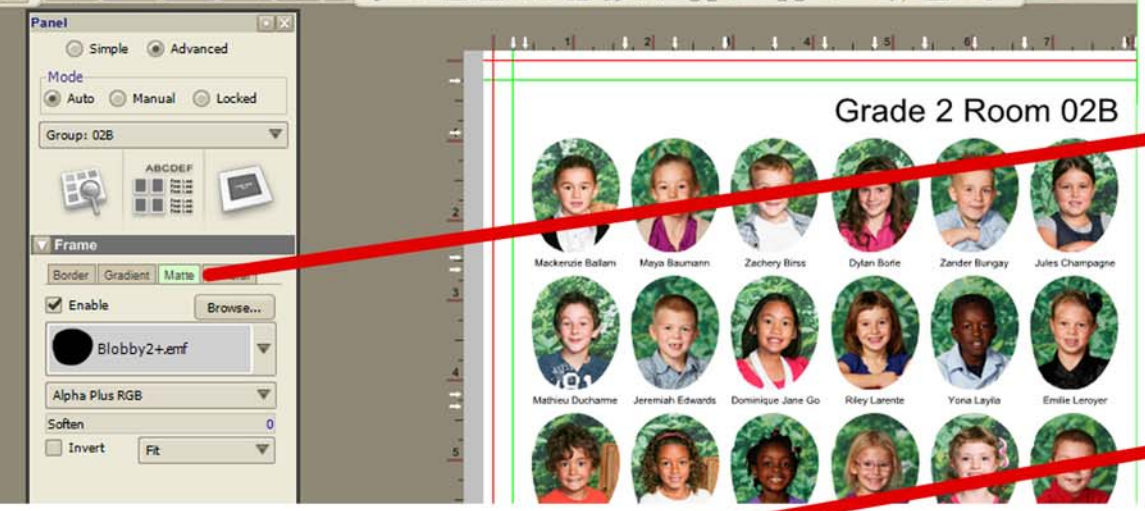
Under the header settings you can change the font, change the colour and add an outline.
The header location will always be at the top.
If you wish to be more adventurous with your titles, you can choose to disable the heading and create your own.
If you prefer to have a simple and uniform heading through out the book, then keep it enabled.
You can change the type of header to Group, Group+Cont'd or None. Group + Cont'd is used if you plan on speading a class over two pages.
The alignment will affect where the header is (aligned to the left of teh page, the right, center, along the gutter or the edge.)
Con't text - is text added to the title should you have the images from one grade over flow onto a second page.
This is where you type in what you want to appear in your header.
By using tags you can have the grade and home room show up automatically, rather than typing the title for each class.
The text I have highlighted here, is the string that shows up when you select a tag.

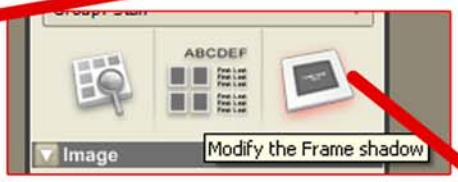












The third section of the Panel menu is the Frames section.
In this section you can change the look of the images by selecting the border, the image or the drop shadow.

By selecting the border you are again provided with more options.

The border tab allows you to make changes to the image frame.

The gradient tab applied a gradient mask to the image. You will not likely use this feature for the panels.

The matte tab allows you to change the shape of the image frame using a variety of mattes from the drop down menu.

The image setting section can be used to change the colour of the images in the panel. There is no real need to use this. If you have a concern about colour on an image, let your Icon Yearbook rep know.

The last section is the frame shadow. You can choose to enable or disable the shadow by clicking the check box to turn if on or off.

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